ColorPASS-Z5000

JOB MANAGEMENT GUIDE

INCLUDES FIERY® SOFTWARE

Canon

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Contents

Preface

About this manual xiii
Terminology xv
About the documentation xvi
ColorPASS job environments xvii
Permissions xvii
Safety warnings xviii
Cleaning the ColorPASS xviii

Chapter 1: Using the Control Panel

Introduction to the ColorPASS Control Panel 1-1
Activity light 1-2
Buttons 1-2
Display window 1-3
Functions menu 1-5
Starting and shutting down the ColorPASS 1-7
Starting the ColorPASS 1-7
Restarting the ColorPASS 1-8
Shutting down the ColorPASS 1-9

Chapter 2: Using the FieryBar

Introduction to the FieryBar 2-1
Status 2-2
Activity light 2-2
Commands 2-3
Starting and shutting down the ColorPASS 2-5
Restarting the ColorPASS 2-6
Shutting down the ColorPASS 2-7

Chapter 3: Introduction to the Command WorkStation

About the Command WorkStation 3-1

Starting up and logging in 3-4
Connecting to the server 3-5
Logging in 3-6
Logging out 3-7

The Command WorkStation interface 3-8
Window area (Queues, Archive, FreeForm, Job Log) 3-9
Menu bar 3-10
Server selection tabs 3-13
Sliders 3-14
Job ticket information 3-15
Window selection tabs 3-16

Queues window 3-16
Status bars 3-17
Job icons 3-20
Spool area 3-20
RIP area 3-22
Print area 3-23
Job commands 3-24

Archive window 3-27

FreeForm window 3-29
About FreeForm printing 3-29
Using the FreeForm window 3-30
Job commands for FreeForm master jobs 3-32
Filtering jobs in the FreeForm window 3-32
Assigning and monitoring FreeForm Masters 3-33

Job Log window 3-35
Filtering jobs 3-37

Job properties 3-41
Viewing and editing job properties 3-41

Thumbnails and full-screen previews (DocBuilder Pro) 3-42
Editing and merging files with DocBuilder Pro 3-43
Full-screen previews 3-45
Editing with PitStop and DocBuilder Pro 3-47

Chapter 4: Managing Print Jobs

Communicating with users 4-1
What the user needs to know 4-1
How users communicate print requirements 4-3
Customizing the Command WorkStation window 4-4
Setting Command WorkStation Preferences 4-5
Printing server information pages 4-6
Workflow scenarios 4-8
Using the copier 4-10
Using the copier as a scanner 4-10
Canceling jobs 4-11
Page-level operations of the Command WorkStation 4-12
Previewing print jobs 4-12
Merging PostScript and raster files with DocBuilder Pro 4-15
Viewing and overriding print settings 4-22
Printing variable data documents (FreeForm) 4-24
Downloading files and fonts 4-25
Managing server fonts 4-28
Managing jobs with multiple color servers 4-29
Archiving jobs 4-31
Importing archived jobs from external media 4-33
Using the Job Log 4-34
Tray Alignment 4-36
Other server management commands 4-38

Chapter 5: Using Imposition

Main window 5-1

Job previews 5-3

Navigating in the main window 5-4

Switching between page view and layout view 5-5

Setting magnification levels 5-6

Viewing the sheets 5-7

Using templates 5-8

Template pop-up menu 5-9

Saving your work 5-10

Chapter 6: Advanced Features of DocBuilder Pro

Imposition settings 6-1

Sheet area 6-2

Layout area 6-4

Scaling area 6-6

Finishing area 6-8

Modifying the layout manually 6-11

Reordering pages in layout mode 6-11

Rotating pages 6-12

Setting gutter sizes 6-13

Managing templates 6-14

Tips for using the Imposition feature of DocBuilder Pro 6-15

DocBuilder Pro and Acrobat technology 6-15

File management 6-16

Saving imposed jobs 6-17

Chapter 7: Overview of Fiery WebTools

Fiery WebTools 7-1
Access privileges 7-1
Using Fiery WebTools 7-2

Chapter 8: Fiery WebSpooler and Fiery Spooler

Tracking and managing jobs with Fiery WebSpooler 8-1
About the Fiery WebSpooler window 8-3
Manipulating job options and job flow 8-4
Overriding job option settings 8-6
Thumbnails and full-screen previews (DocBuilder) 8-8
Using the Job Log 8-9
Fiery Spooler for Mac OS computers 8-11
Differences between Fiery Spooler for Mac OS and Fiery WebSpooler 8-13

Appendix A: Basics of Imposition

Printing books with the Imposition feature of DocBuilder Pro A-1
Basics of imposition layout A-1
Printer's marks A-4
Additional sheets A-5
Binding methods A-6
Gang-up printing A-8

Appendix B: Templates

1-Up Full Bleed B-1
2-Up Perfect B-2
2-Up Saddle B-4
3-Up Trifold Brochure B-6
4-Up Gate Fold B-8
4-Up Head to Head B-10
4-Up Z-Fold B-12

Appendix C: Troubleshooting

Error messages C-1

Maintaining optimal system performance C-7

Troubleshooting C-8

Command WorkStation hangs C-8

Command WorkStation fails to connect to a ColorPASS C-9

Unexpected printing results C-10

Clearing the server C-11

Users are unable to connect to the copier C-11

Setup error messages C-13

AutoCal error messages C-13

Index

Preface

This manual is intended for ColorPASS-Z5000 Color Server™ operators or administrators, or users with the necessary access privileges, who monitor and manage job flow, perform color calibration, and troubleshoot problems that may arise. It describes the functions and features of Fiery® utilities and Fiery WebTools™ for the purposes of print job management and color quality control.

The ColorPASS includes Command WorkStation™ software, which enables an operator to manage all jobs sent to the ColorPASS. Although it may not be the case at all sites, the documentation for this product assumes the presence of an operator who controls and manages jobs sent by users from remote workstations.

Client utilities can be installed onto the ColorPASS from the User Software CD if the Advanced Controller Interface option is installed. Do not install any other applications onto the ColorPASS. Other applications are not supported and can cause system problems.

NOTE: The term "ColorPASS" is used in this manual to refer to the ColorPASS-Z5000 Color Server. The ColorPASS supports the CLC5000 color copier.

About this manual

This manual is organized as follows:

- Chapter 1 describes the ColorPASS Control Panel. It explains the various messages and icons that you might see on the Control Panel and describes how to print system information pages from the Control Panel. It also explains how to start up and shut down the ColorPASS.
- Chapter 2 describes the FieryBar. It explains the various messages and icons that you might see and also explains how to start up and shut down the ColorPASS if you have the Advanced Controller Interface installed.

- Chapters 3 and 4 describe the Command WorkStation interface. The Command WorkStation application can be installed on networked Windows 95/98/Me/ NT 4.0 and 2000 computers and is used to view and manage virtually all aspects of ColorPASS activity. In addition to providing a graphic display of the job flow, the Command WorkStation allows you to reprint or hold jobs, view and override print option settings, download files, manage printer fonts, preview print jobs, merge rasterized jobs, calibrate the ColorPASS, and perform Setup (server configuration). This chapter also provides information on archiving jobs, moving jobs between ColorPASS color servers, and printing variable data documents.
- Chapter 5 describes how to use the Imposition feature of DocBuilder Pro to arrange the pages of your print job in special layouts for folding, binding, or cutting after printing. The Imposition feature is only available if you have the DocBuilder Pro Upgrade for the Command WorkStation installed.
- Chapter 6 provides instructions on using the advanced aspects of the Imposition feature of DocBuilder Pro to create custom layouts and get the most from the Imposition feature.
- Chapter 7 introduces Fiery WebTools, explains how to access them, and directs you to sources of more information (in this manual or in other manuals in the documentation set).
- Chapter 8 describes Fiery WebSpooler and Fiery Spooler, which can be used to view and manage ColorPASS job activity. The interface and features of Fiery WebSpooler have identical counterparts in the Command WorkStation; therefore, this chapter refers you to Chapters 3 and 4 for details about many Fiery WebSpooler functions.
- Appendix A provides an overview of the terms and concepts of Imposition including various folding, binding, and cutting methods.
- Appendix B includes descriptions of the built-in templates available from the Imposition feature of DocBuilder Pro.
- Appendix C lists error messages that you might see on the ColorPASS Control Panel, the FieryBar, the Command WorkStation, Fiery WebSpooler, Fiery Spooler, or the copier, and contains some troubleshooting information.

NOTE: The Advanced Controller Interface is available as an option. For more information, contact your authorized service/support technician.

Terminology

Specific terms are explained as they are introduced. However, the following general terms are used throughout:

- **PostScript (PS)**—A computer language designed as a page description language. The ColorPASS uses this language for imaging the page and for communication with applications and with the print engine.

  The term "PostScript" can also be used to refer to PDF data jobs. PDF is a structured form of PostScript that provides the ability to preview, scale, and reorder pages. Where applicable, the term "PDF" is specifically used to refer to PDF data or jobs.

- **Job**—A file consisting of PostScript commands and comments that describe the graphics, sampled images, and text that should appear on each page of a document, and the printer options that should be used in printing, such as media or color rendering style.

- **Spool**—Write to a disk. Usually used in this manual to refer to a PostScript print job being saved to the ColorPASS hard disk in preparation for processing and printing.

- **RIP**—Acronym for raster image processing, which changes text and graphics commands into descriptions of each mark on a page. In common use as a noun, a "raster image processor" (RIP) is the computer processor that performs this function.

- **Print**—The process of rendering, or imaging, a page or a job on a printer.

These concepts can explain how the ColorPASS and the copier work together as a powerful printing system. The ColorPASS RIP changes text and graphics commands in PostScript into color specifications for each dot of toner deposited on a page by the copier.

About the documentation

This manual is part of the set of ColorPASS documentation, which includes the following manuals for users and system administrators:

- The *Configuration Guide* explains basic configuration and administration of the ColorPASS for the supported platforms and network environments. It also includes guidelines for setting up UNIX, Windows NT 4.0, and Novell NetWare servers to provide PostScript printing services to clients.
- *Getting Started* describes how to install software to enable users to print to the ColorPASS. Specifically, it describes installation of PostScript printer drivers, printer description files, and other user software provided on the User Software CD. It also explains how to connect each user to the network.
- The *Printing Guide* describes the printing features of the ColorPASS for users who send jobs via remote workstations on the network.
- The *Color Guide* provides information on managing the color output of your ColorPASS-Z5000 Color Server. It addresses concepts and issues associated with printing to the ColorPASS and outlines key workflow scenarios. This manual explains how to calibrate your copier and take advantage of the ColorWise color management system as well as features in ColorWise Pro Tools. In addition, the *Color Guide* offers information on printing from popular Windows and Mac OS applications.
- The *Job Management Guide* explains the functions of the ColorPASS client utilities, including the Command WorkStation, and how they can be used to manage jobs. This manual is intended for an operator or administrator, or a user with the necessary access privileges, who needs to monitor and manage job flow, perform color calibration, and troubleshoot problems that may arise.
- *Release Notes* provide last-minute product information and workarounds for some of the problems you may encounter.

ColorPASS job environments

The ColorPASS supports several levels of control of printing, job management, and setup, and offers you the flexibility to choose the configuration that corresponds to the requirements of your site. Your situation may correspond to one of the descriptions outlined below, or you may prefer an intermediate level of control.

At one extreme, an administrator or operator in a high-volume printing environment controls the entire job flow and all printing. Print jobs arriving from remote users are spooled to the server disk and stored until the operator decides it is time to print them. Additional functions (job overrides, prioritizing, font management) are reserved for the administrator or operator.

At the other extreme, anyone on the local network can control all printing and server functions; operator intervention is not necessary. Users can print from their workstations to any of the published print connections. Anyone can use the Command WorkStation, Fiery WebSpooler, or Fiery Spooler to control any print job.

The spectrum of control that an administrator can implement is described fully in the *Configuration Guide*.

Permissions

Support for these job environments is achieved by a combination of ColorPASS Setup options. By default, anyone can access Setup, but the administrator can limit access to Setup by specifying an Administrator password for the ColorPASS (see the *Configuration Guide*).

Also by default, anyone can log in to the Command WorkStation, Fiery WebSpooler, or Fiery Spooler and control job flow, but an administrator can restrict access to these functions by specifying an Operator password.

The three security levels from greatest to least control are:

- **Administrator**—confers control of Setup and is the highest level of control. The person who has access to Setup can control the printing and job management environment by choosing which queues are enabled, and by electing to set passwords. The Administrator can also manage the fonts on the server, clear the server disk when necessary, and set a common web link for all users who log in to the ColorPASS using their web browser.
- **Operator**—includes control of print jobs that arrive at the server and the ability to reboot the server.
- **Guest**—allows users to view the status of active jobs and the list of stored jobs. They cannot make changes to jobs or change their printing instructions. A password is not needed to log in as Guest and view jobs from the Command WorkStation, Fiery WebSpooler, or Fiery Spooler windows.

This manual describes the features of the Fiery client utilities, including the Command WorkStation, and all operator privileges, whether those privileges are available to everyone or are exclusive to only certain people. It also includes descriptions of administrator functions, sometimes referring you to other manuals for more information.

Safety warnings

The ColorPASS display window is a liquid crystal display (LCD) that is made of glass and can break. Do not subject it to strong shocks.

If the display window breaks and the liquid crystal material leaks out, do not inhale, ingest, or touch it. If the material gets on your skin or clothing, wash it off with soap and water immediately.

Do not touch or put pressure on the panel. This will change the color of the panel.

Cleaning the ColorPASS

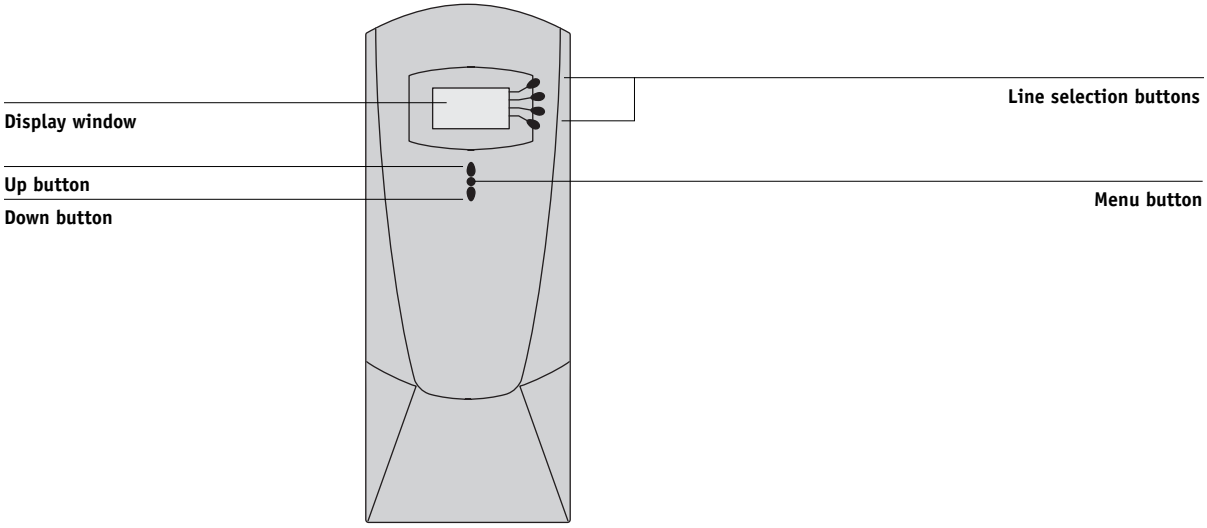
Clean the ColorPASS with a soft cloth moistened with isopropyl alcohol or ethyl alcohol. *Never* use water or ketone as these may permanently alter the display.

Chapter 1: Using the Control Panel

You can use the ColorPASS Control Panel to view status information, print special pages, and set up printing. While most elements in the Control Panel display have counterparts in the Command WorkStation, you can view current functions on the Control Panel even when the Command WorkStation is not connected to the server or is not running.

Introduction to the ColorPASS Control Panel

The Control Panel shown below is located on the front of the ColorPASS.



Activity light

The activity light indicates the current ColorPASS activity. If the light is:

Solid red	An error has occurred causing the ColorPASS to be disabled.
Flashing red	There is an error causing printing to be disabled, but the ColorPASS is capable of processing.
Solid green	The ColorPASS is idle.
Flashing green	The ColorPASS is processing or printing a job, or communicating with a remote computer.
No light	The ColorPASS is off or starting up.

Buttons

Line selection buttons	There are four line selection buttons on the right side of the Control Panel. Use these buttons to select the command displayed on the corresponding line of the display window. When a button is active, a special character (>) appears in the display window next to the button.
Up and down buttons	Use these buttons to scroll to different screens in multi-screen lists, to select Setup options from a list of available options, and to scroll alphanumeric characters.
Menu button	Press this button to view other screens. Under normal operation, the Control Panel displays the Info, RIP, or Print Status screen with information about the status of the ColorPASS. If you press the Menu button, the Functions menu is displayed and you can perform additional operations (see page 1-5). If a job is processing or printing, press the Menu button to cycle among the active screens.
Power button	Press the button to turn on and off the ColorPASS.
Reset button	Use this button to restart the ColorPASS after you have selected Shut Down System from the Shut Down menu.

Display window

The display window provides information about the status of the ColorPASS, displays menu information, and enables you to view and edit information in the Setup menus.

The status area at the bottom of the display window displays text that tells you what screen you are looking at and highlights one of the icons to indicate what the ColorPASS is doing. Only the icons for the screens that are currently available appear. The menu button cycles among the active screens.

The screens are:

Alert Status — If there is a problem with processing a job or printing functions, an error message appears on the Control Panel. For information on error messages, see Appendix C, "Troubleshooting."

Print Status — When the ColorPASS is printing a job, the Print Status screen appears. This screen displays the following:

Cancel Job—Press the top line selection button to cancel the job currently printing.

User name—The name of the user who sent the job currently processing.

Pages/Total—The number of copies of the current job printed and the total number of copies of the job requested.

RIP Status — When the ColorPASS is processing a job, the RIP Status screen appears. This screen displays the following:

Cancel Job—Press the top line selection button to cancel the job currently processing. The ColorPASS cancels the job before printing begins.

Document name—The name of the document currently processing.

User name—The name of the user who sent the job currently processing.

Kilobytes—The size (in kilobytes) of the job processed so far.

NOTE: This number is always displayed in kilobytes; for example, 10MB is displayed as 10000KB.

Info Status

When the ColorPASS is not processing or printing a job, it displays information about the current server and software. It displays the following information:

Server Name—The ColorPASS name, as it is configured in Setup.

Status—The current status of the ColorPASS. The ColorPASS status can be: Idle, Initializing, Busy, Processing, or Printing.

Megabytes—The space (in megabytes) available on the ColorPASS hard disk, for example, 756MB.

Version—The system software version running on the ColorPASS.

Functions

You can press the Menu button to display the Functions menu. Use the up and down buttons to scroll through the list. Press the line selection button to the right of a command to select that command. See page 1-5 for more information.

Network

The network icon appears at the bottom left of any of the other screens when a job is being sent to the ColorPASS, either over the network. The network icon also appears, together with a flashing green activity light, when a remote utility is running.

Functions menu

The Functions menu provides many of the options available from the Command WorkStation. You can choose the following commands from this menu:

Print Pages

Print special pages from the ColorPASS. You can print the following pages from the submenu that appears:

Test Page—A Test Page enables you to confirm that the ColorPASS is properly connected to the copier, and provides color and grayscale samples to troubleshoot problems with the copier or the ColorPASS. The following settings are among those listed on the Test Page: Server Name, Printer Model, color settings, calibration information, date and time the Test Page was printed.

Configuration—Prints the Configuration page, which gives the current server and device configuration. This page lists general information about the hardware and software configuration of the ColorPASS, the current options for all Setup settings, information about the current calibration, and the Ethernet and Token Ring addresses of the ColorPASS.

Job Log—Prints a log of the last 55 jobs. For information on the fields in the Job Log and on printing it in other forms, see "Job Log window" on page 3-35.

Control Panel Map—Prints the Control Panel Map, which is an overview of the screens you can access from the Control Panel. For information about using these screens to set up the ColorPASS, see the *Configuration Guide*.

Color Charts—Prints samples of the RGB, CMY, and PANTONE colors available from the ColorPASS.

Font List—Prints a list of all fonts currently on the ColorPASS hard disk.

Suspend Printing

Suspend communication between the ColorPASS and the copier. You *must* suspend printing if you want to interrupt the current ColorPASS job so that you can use the copier to make copies or print another job first. Jobs continue to process on the ColorPASS. The activity light is turned off when this command is executed. After you make the copies, select Resume Printing to continue printing jobs from the ColorPASS.

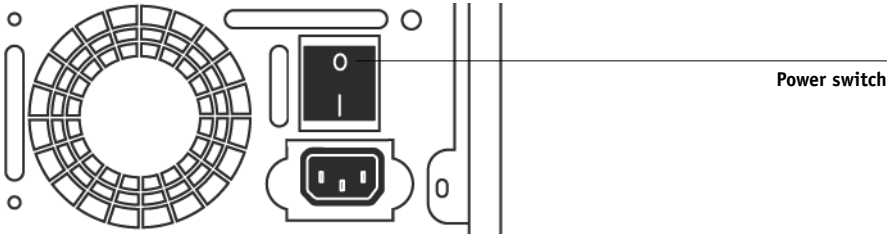
Resume Printing	Resume communication between the copier and the ColorPASS after you have finished making copies or printing other jobs.
Shut Down	Shut down all ColorPASS activity in the correct manner and then restart. You should use this option instead of the power switch on the back of the ColorPASS. The following options are available from the submenu that appears: Restart Server—Restarts the server without shutting down the ColorPASS hard disk. Shut Down System—Shuts down the ColorPASS hard disk. Reboot System—Restarts the system after shutting down the ColorPASS hard disk.
Clear Server	Clear all jobs in all server queues as well as all jobs archived on the ColorPASS hard disk, the index of archived jobs (in the Archive window), all FreeForm masters, the index of FreeForm masters (in the FreeForm window), and the Job Log. Check with your administrator or operator before choosing Clear Server. If an Administrator password has been set, you must enter it to access Clear Server.
Run Setup	Enter the Setup menu and change Setup option settings. See the *Configuration Guide* for more details.
Run Diagnostics	This function is provided for service representatives only. Contact your authorized service/support technician for information about running diagnostics.
Calibration	Calibrate the ColorPASS using AutoCal. For more information, see the *Color Guide*. If an Administrator password has been set, you must enter it to access Calibration.

Starting and shutting down the ColorPASS

Generally, you can leave the ColorPASS running all the time. This section describes how to shut down and restart the ColorPASS when necessary.

Starting the ColorPASS

To start the ColorPASS, move the power switch on the back of the ColorPASS to the On position. If the copier is also powered off, power it on before powering on the ColorPASS.



Diagnostic messages appear on the ColorPASS Control Panel. If any diagnostics fail, more information and instructions appear. Contact your service representative if the ColorPASS encounters problems while running the diagnostics. The ColorPASS continues starting up and displays the message Idle when it is ready to receive data.

NOTE: If an Administrator password has been set, you are required to enter it to access Setup.

If you press a button, the following options appear. For information about the Setup menus and options, see the *Configuration Guide*.

Choose:	To do this:
Exit Setup	Exit the Setup menus; the ColorPASS reboots.
Server Setup	Enter the Server Setup menus.
Network Setup	Enter the Network Setup menus.
Printer Setup	Enter the Printer Setup menus.
PS Setup	Enter the PostScript Setup menu.
Color Setup	Enter the Color Setup menu.
Job Log Setup	Enter the Job Log Setup menu.
Change Password	Change the Administrator password.

Restarting the ColorPASS

You should use the procedure described below to restart the ColorPASS rather than using the power switch on the back of the ColorPASS.

TO RESTART THE COLORPASS:

1. **Make sure that the ColorPASS is not receiving, processing, or printing a job.**

   Make sure that the status message on the Control Panel is Idle.

   NOTE: If a job from the Print queue is processing, it will continue processing and print after the ColorPASS is restarted; if a job sent to the Direct connection is processing, it will not finish processing or printing.

2. **Press the Menu button to display the Functions menu.**

3. **Use the down button to scroll to the last screen and choose Shut Down.**

4. **Use the line selection button to choose Restart Server.**

Shutting down the ColorPASS

You may need to shut down the ColorPASS for service. When you do so, fonts that have been downloaded to the hard disk drive are not deleted. Print jobs in the Hold and Printed queues and jobs that have been processed but not printed are not deleted and are available for printing when you restart the ColorPASS.

TO SHUT DOWN THE COLORPASS:

1. **Make sure that the ColorPASS is not receiving, processing, or printing a job.**

   Make sure that the status message on the Control Panel is Idle. If a job has just finished processing or printing, wait at least five seconds after the Control Panel status message changes to Idle before proceeding.

   NOTE: If a job from the Print queue is processing, it will continue processing and print after the ColorPASS is restarted; if a job to the Direct connection is processing, it will not finish processing or printing.

2. **Press the Menu button to display the Functions menu.**

3. **Use the down button to scroll to the last screen and choose Shut Down.**

4. **Use the line selection button to choose Shut Down System.**

   Proceed to the next step when the screen displays the message, "It is now safe to power off the server."

5. **Power off the ColorPASS by moving the power switch on the back to the Off position.**

   NOTE: After powering off the ColorPASS, make sure to also power off the copier. Leaving the copier powered on while the ColorPASS is powered off can lead to excessive drain on the ColorPASS motherboard battery.

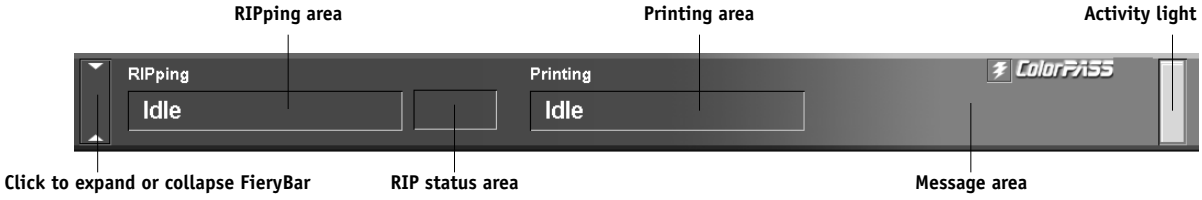
Chapter 2: Using the FieryBar

If you have the Advanced Controller Interface option installed, you can use the FieryBar to view ColorPASS status information, launch software, set up and restart the ColorPASS, delete stored jobs, cancel active jobs, and log off Windows. While most elements in the FieryBar have counterparts in the Command WorkStation, you can view current functions on the FieryBar even when the Command WorkStation is not running.

NOTE: The FieryBar is available as part of the Advanced Controller Interface optional upgrade. For more information, contact your authorized service/support technician.

Introduction to the FieryBar

The FieryBar, located at the top of the monitor screen, comprises the following parts:

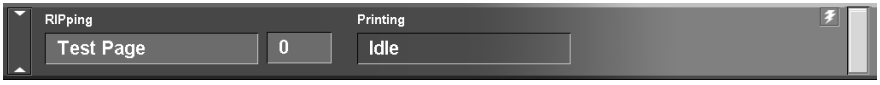


Status

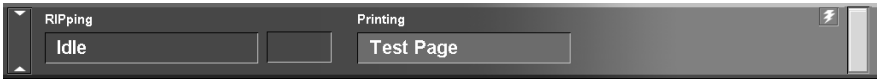
The FieryBar displays information about the status of the ColorPASS:

RIPping area — Displays the name of the job currently processing.

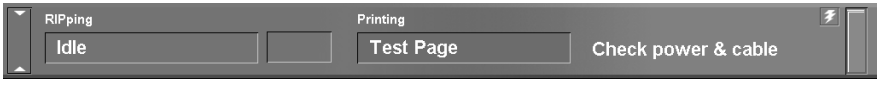
RIP status area — Displays the amount of the job that has processed.



Printing area — Displays the name of the job currently printing.



Message area — Displays error messages and other ColorPASS information.



Activity light

The activity light in the right corner of the FieryBar indicates current ColorPASS activity. If the light is:

Solid red — An error has occurred causing the ColorPASS to be disabled. Check the message area for details of the error.

Flashing red — There is an error causing printing to be disabled, but the ColorPASS is capable of processing. Check the message area for details of the error.

Solid green — The ColorPASS is idle.

Flashing green — The ColorPASS is processing or printing a job, or communicating with a remote computer. Check the RIPping area, the RIP status area, and the printing area for details.

No light — The ColorPASS is starting up.

Commands

Right-clicking the FieryBar or the Fiery icon on the right side of the Windows taskbar enables you to access many ColorPASS features. You can choose the following commands from the menu that appears:

Command WorkStation	Launches the Command WorkStation. For more information on connecting to and using the features of the Command WorkStation, see Chapters 3 and 4.
ColorWise Pro Tools	Launches ColorWise Pro Tools. For more information on connecting to and using the features of ColorWise Pro Tools, see the *Color Guide*.
Set Up Fiery	Opens the ColorPASS Setup dialog box. For more information about the Setup options, see the *Configuration Guide*.
Restart Fiery	Shuts down all ColorPASS activity in the correct manner before restarting. You should use this option instead of the power switch on the back of the ColorPASS (see "Starting and shutting down the ColorPASS" on page 2-5).
Clear Server	Clears all jobs in all server queues as well as all jobs archived on the ColorPASS hard disk, the index of archived jobs (in the Archive window), all FreeForm masters, the index of FreeForm masters (in the FreeForm window), and the Job Log. Check with your administrator before choosing Clear Server. After choosing this option from the FieryBar, a warning message appears; click OK to clear the server and restart the ColorPASS.
Cancel RIP	Cancels the job currently processing on the ColorPASS.
Cancel Print	Cancels the job currently printing on the ColorPASS.

Suspend Print	Suspends communication between the ColorPASS and the copier. You *must* suspend printing if you want to interrupt the current ColorPASS job so that you can use the copier to make copies or to print another job first. Jobs continue to process on the ColorPASS. After you make the copies, select Resume Printing to continue printing jobs from the ColorPASS.
Resume Print	Resumes communication between the copier and the ColorPASS after you have finished making copies or printing other jobs.
Run Diagnostics Test Scan/Print Test I/F board	This option is provided for service representatives only. Contact your authorized service/support technician for information about running diagnostics.
Log Off Windows	Closes all open programs, enabling you to log on as a different user. After choosing this option from the FieryBar, a warning message appears; click OK to log off.
Hide FieryBar	Hides the FieryBar. To show the FieryBar after hiding it, right-click the Fiery icon on the right side of the Windows taskbar and choose Show FieryBar from the menu that appears.

Starting and shutting down the ColorPASS

Generally, you can leave the ColorPASS running all the time. This section describes how to shut down and restart the ColorPASS when necessary.

TO START THE COLORPASS:

- **Push the power switch on the back of the ColorPASS (see page 1-7). If the copier is also powered off, power it on before powering on the ColorPASS.**

When the FieryBar displays Idle, you can enter ColorPASS Setup by right-clicking the FieryBar and choosing Set Up Fiery from the menu that appears.

In the Fiery Setup dialog box, there are three tabs:

Click:	To do this:
General Setup	Configure the General Setup options.
Network Setup	Configure the Network Setup options.
Printer Setup	Configure the Printer Setup options.

For information about the Setup options, see the *Configuration Guide*.

Restarting the ColorPASS

You should use the procedure described below to restart the ColorPASS rather than using the power switch on the back of the ColorPASS.

TO RESTART THE COLORPASS:

1. **Make sure that the ColorPASS is not receiving, processing, or printing a job.**

   Make sure that the RIPping and Printing areas on the FieryBar both read Idle.

   NOTE: If a job from the Print queue is processing, it will continue processing and print after the ColorPASS is restarted; if a job sent to the Direct connection is processing, it will not finish processing or printing.

2. **Right-click the FieryBar, and choose Restart Fiery from the menu that appears.**

   A Warning dialog box appears.

3. **Click OK to restart the ColorPASS.**

Shutting down the ColorPASS

You may need to shut down the ColorPASS for service. When you do so, fonts that have been downloaded to the hard disk drive are not deleted. Print jobs in the Hold and Printed queues and jobs that have been processed but not printed are not deleted and are available for printing when you restart the ColorPASS.

TO SHUT DOWN THE COLORPASS:

1. **Make sure that the ColorPASS is not receiving, processing, or printing a job.**

   Make sure that the RIPping and Printing areas on the FieryBar both read Idle. If a job has just finished processing or printing, wait at least five seconds after the RIPping and Printing areas switch to Idle before proceeding to step 2.

   NOTE: If a job from the Print queue is processing, it will continue processing and print after the ColorPASS is restarted; if a job to the Direct connection is processing, it will not finish processing or printing.

2. **Click the Windows Start button, and choose Shut Down.**

3. **Select "Shut down the computer?" and click Yes.**

   A message appears, informing you that it is safe to shut down the computer.

4. **Power off the system by pushing the power switch on the back of the ColorPASS.**

Chapter 3: Introduction to the Command WorkStation

This chapter introduces you to the graphical user interface of the Command WorkStation. First, you select a user level and log in to the ColorPASS. Once you have logged in, you can tour the Command WorkStation windows. Your exploration will be more complete if you have some jobs in the Spool area (jobs printed to the Hold queue) and have the ability to send more jobs from a nearby computer.

Chapter 4 builds on the information in this chapter and describes job monitoring and control in more depth.

About the Command WorkStation

The Command WorkStation provides a window on ColorPASS and copier functions, and an interface from which you can control those functions. The Command WorkStation application can be installed on a Windows 95/98/Me/NT 4.0 and 2000 computer with a TCP/IP network connection to the ColorPASS.

By default, no passwords are set on the ColorPASS—in this default state, anyone can perform Setup and use all Command WorkStation functions. Until an Administrator password is defined in ColorPASS Setup, you can log in to the Command WorkStation as an Administrator without entering a password, and you are given full privileges.

After the Administrator has performed Setup and specified passwords, Command WorkStation user options depend on your login level. See the table below for a list of which privileges are available for each level of access.

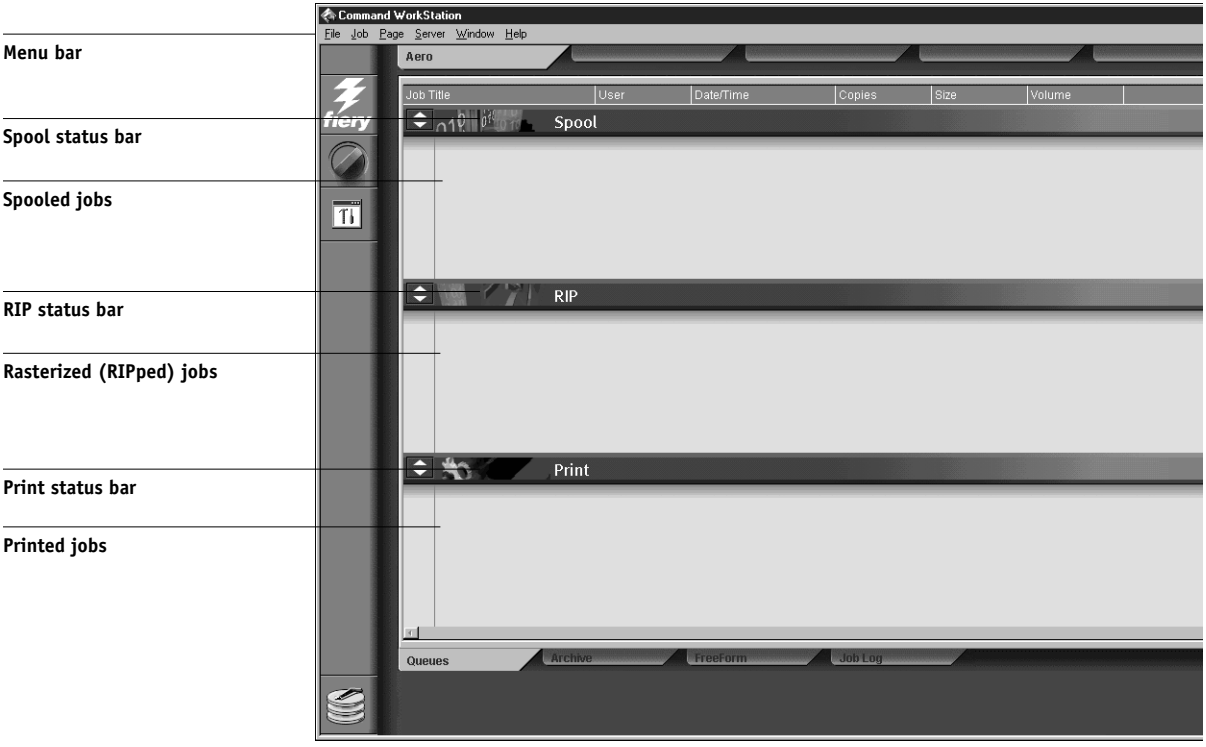
Privilege:	Guest:	Operator:	Administrator:
A view of current printing jobs and jobs stored on the ColorPASS	X	X	X
Control of printing jobs		X	X
Use of the functions and features of DocBuilder Pro		X	X

Privilege:	Guest:	Operator:	Administrator:
Access to Setup, management of resident fonts, performing calibration and clearing of the ColorPASS disk and the Job Log			X

For information about Setup and specifying passwords, see the *Configuration Guide*.

After you connect to a ColorPASS and log in, your first view of the Command WorkStation is the Queues window (as indicated by the tab at the bottom) which is divided into three regions by Spool, RIP, and Print status bars. The Queues window is surrounded by a frame that includes slider buttons and menus.

Once the ColorPASS receives print jobs, the Queues window becomes a dynamic display, filled with the names of jobs and their characteristics. Status bars animate in real time as new jobs are processed and printed, and jobs move to different display areas. An operator, who has complete job control, sets the process in motion for each job.



The Spool, RIP, and Print areas of the Queues window represent the stages of printing a job. Jobs come in at the top level (Spool) and drop down to the Print level, unless they are held along the way.

- **Spooled jobs**—Jobs listed below the Spool status bar area are PostScript files stored on the ColorPASS disk. These jobs were sent to either the Print queue (white printer icons) or the Hold queue (yellow icons).

NOTE: The term "PostScript" is used in this manual to refer to both PostScript and PDF data jobs. PDF is a structured form of PostScript that provides the ability to preview, scale, and reorder pages. Where applicable, the term "PDF" is specifically used to refer to PDF data or jobs.

- **RIPped jobs**—Jobs listed below the RIP status bar are ready to print. They have already been rasterized (RIPped, or processed for printing) and are waiting, in order, for access to the printer. Rasterized jobs can also be held; held jobs are displayed on a yellow background.
- **Printed jobs**—Jobs listed below the Print status bar have already been printed. Printed jobs can be stored on the ColorPASS disk. The number of jobs that can be stored (from 1 to 99) is defined in Setup.

You can interact with jobs in the window by selecting them and choosing from Job menu commands or right-mouse menu commands, or by double-clicking them. (However, if passwords have been set and you log in as Guest, you can only view jobs; you cannot change or route them.) This chapter and the next explain the Command WorkStation interface in detail.

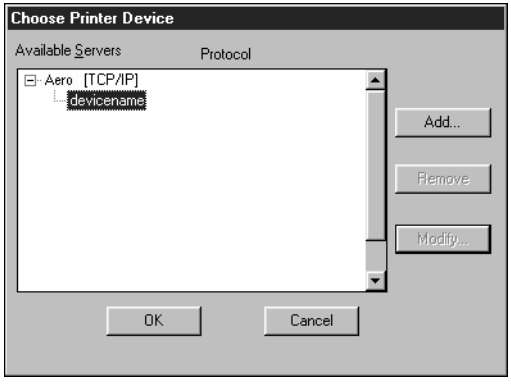
Starting up and logging in

To start up the Command WorkStation application, click the Windows Start button and choose Command WorkStation from the Programs menu; or, if you have created a shortcut to the Command WorkStation application, double-click the Command WorkStation icon.

Connecting to the server

If the Command WorkStation was previously connected to a server, you are prompted to choose a ColorPASS from the list of servers.

NOTE: If the Command WorkStation has never been connected to a ColorPASS, you are prompted to configure an entry for the server. Click OK and see *Getting Started* for instructions on how to configure a new connection.

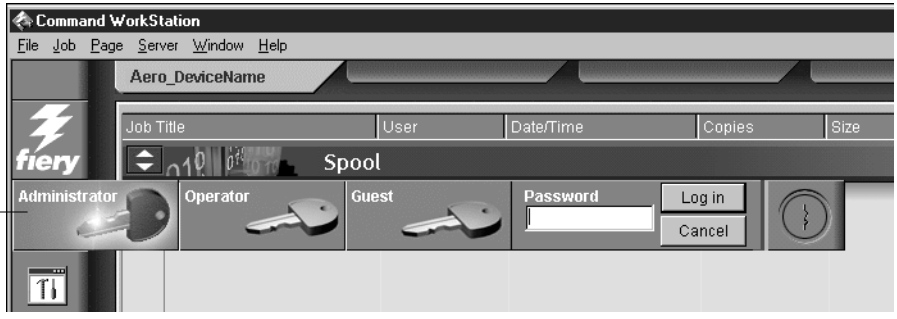


With the ColorPASS device name (5000) selected, click OK. If the device name is not displayed, click the plus sign (+) to expand the ColorPASS entry.

The Command WorkStation connects to the server and you are prompted to choose a login level and enter a password to log in (see the next section). If you have any difficulties connecting to the server, see Appendix C for error messages and troubleshooting information.

Logging in

When the Command WorkStation has connected to a server, the Log in/out slider appears, prompting you to select a login level and enter a password. Before you log in, the Administrator key is in the vertical position, and the Operator and Guest keys are in the flat (horizontal) position. When you click your login level, the corresponding key turns to the vertical position.



Log in/out slider

For Administrator or Operator access to the ColorPASS, click the corresponding key, enter the password, and click Log in or press Enter. For Guest access only, click the Guest key and then click Log in. No password is required for Guest access.

If you change your mind about logging in, or do not have the password you need, click Cancel.

When you have entered the appropriate password and logged in, the Log in/out slider retracts and the full Command WorkStation display appears. The color of the key in the lock indicates your login level. If the ColorPASS is handling a large number of jobs, it may take a few moments to display the entire job list.

When you reopen the slider after you have logged in, the Log in button will have changed to the Log out button.

Access levels

The three possible levels of access to Command WorkStation functions are Administrator, Operator, and Guest. To enable maximum password protection, Administrator and Operator passwords must be specified in Setup (see the *Configuration Guide*).

When both Administrator and Operator passwords have been specified, the access levels are as follows:

Access level:	Privileges and password requirements:
Administrator	Has full access to all Command WorkStation and ColorPASS Control Panel functions; Administrator password required
Operator	Has access to all Command WorkStation functions *except* Setup, calibration, clearing the server disk, clearing the Job Log, and font management; Operator password required
Guest	Can view job status, but cannot make changes to jobs or Setup, and can view the Queues window only; no password required

NOTE: Access privileges alone do not confer control of print jobs. If the operator is going to manage all print jobs, the Administrator must route all user jobs to the Hold queue (that is, all jobs are spooled and held on the server). To accomplish this, only the Hold queue, and not the Direct connection or the Print queue, should be enabled in Setup. See the *Configuration Guide* for more information.

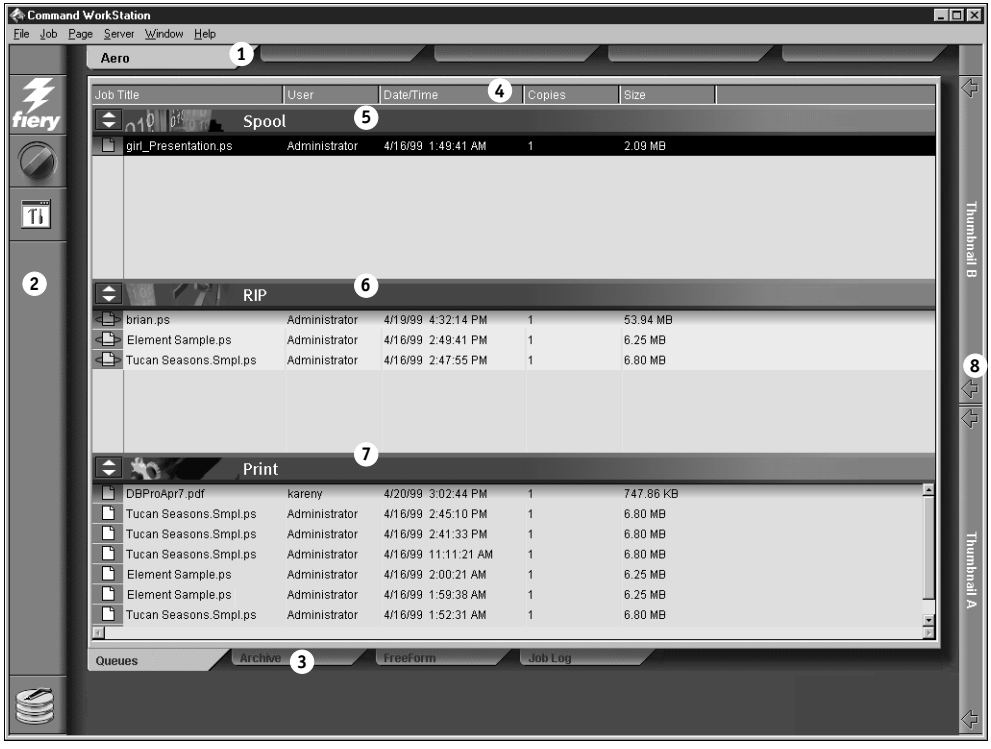
Logging out

There are two ways to log out from the server:

- From the Server menu, choose Log out
- Open the Log in/out slider (click the key icon just below the Fiery logo) and click Log out

The Command WorkStation interface

The display illustrated below is the default Command WorkStation display in the middle of job processing. There are three other windows, Archive, FreeForm, and Job Log, which you access via tabs at the bottom of the display (3). The elements numbered 1 through 4 are common to all Command WorkStation displays, those numbered 5 through 7 appear only in the Queues window, and element number 8 is common to the Queues, Archive, and FreeForm windows.



1 Server selection tabs

2 Sliders and system information

3 Window selection tabs

4 Job ticket information

5–7 Queues window display

8 Thumbnail tabs

The Command WorkStation provides access to a great deal of information and many features that are accessed in various ways—buttons, menus, double-clicking, and right-mouse commands. It is a powerful interface that allows for a great deal of interaction and flexibility in the production process. This section describes each of the elements that compose the Command WorkStation display.

Window area (Queues, Archive, FreeForm, Job Log)

This area can display one of four windows: the Queues window (shown below), the Archive window, the FreeForm window, or the Job Log window (only the Queues window is available if you logged in as Guest). The Queues window is the default window; it shows spooled, processing, and printing jobs in a display that changes dynamically.

For information on:	See:
Queues area	"Queues window" on page 3-16
Archive area	"Archive window" on page 3-27
FreeForm area	"FreeForm window" on page 3-29
Job Log area	"Job Log window" on page 3-35

Menu bar

The menu bar has six menus. When an action is not available in the current context, the command is dimmed.

Menu:	Choose this:	To do this:
File	Preferences	Set Command WorkStation preferences; see page 4-5.
	Print Pages	Print any or all of the following pages to the ColorPASS: Configuration page, PS Test Page, Control Panel Map, PS Font List, Color Charts, Job Log. You can also print the Configuration page to any printer you specify; see page 4-6.
	Exit	Log out from the server, exit the Command WorkStation application, and return to the Windows desktop.
Job (For more information on these commands, see page 3-24)	Delete	Delete one or more selected jobs.
	Duplicate	Duplicate one or more selected PostScript data jobs in the Spool or Print areas; see page 3-20, page 3-23, and page 3-24.
	Rename	Rename a selected job.
	Hold	Hold the selected job(s); see page 3-19.
	RIP and Hold	RIP and then hold the selected job(s); see page 3-19.
	Print	Print the selected job(s); see page 3-23.

Menu:	Choose this:	To do this:
Job *(cont.)*	Print and Hold	Print the selected job(s) and then hold it in the RIP area; see page 3-19.
	Process Next	Give top priority to this job (Spool area only).
	Remove Raster	Remove the raster information from the selected job(s); see page 3-25.
	Properties	View and edit print option settings for the selected job(s) and print job(s) with new settings; see page 3-41.
	Thumbnail A	Open a selected *held* job in the Thumbnail A window where you can view a full-screen preview of the job, edit the job, or merge it with like data from other jobs. In order to merge jobs, they must be of the same data type (i.e., PostScript jobs cannot be merged with raster jobs). Held jobs in the Spool area are automatically converted to PDF files, but are not saved as PDF files unless you assign the job a new name or overwrite the existing job; see page 3-42.
	Thumbnail B	Open a selected job in the Thumbnail B window for viewing a full-screen preview of the job, or for copying pages into a job in the Thumbnail A window. In order to merge jobs, they must be of the same data type (i.e., PostScript jobs cannot be merged with raster jobs). Held jobs in the Spool area are automatically converted to PDF files, but are not saved as PDF files unless you assign the job a new name or overwrite the existing job; see page 3-43.
	Impose	Open a selected held PostScript job in the Imposition window; for more information, see Chapter 5.
	Download	Download files and fonts to the ColorPASS; see page 4-25. You can also choose this command by right-clicking on the Spool status bar.
	Archive	Archive one or more selected jobs; see page 3-27 and page 4-31.
	Import	Retrieve one or more archived jobs from an external device; see page 4-33. You can also choose this command by right-clicking on the Spool status bar.
	Send to <*Nickname_Devicename*>	Send the selected job(s) to another connected ColorPASS; see page 4-29. (This option is only visible when you are connected to more than one ColorPASS at once.)

Menu:	Choose this:	To do this:
Page (DocBuilder Pro commands for Thumbnail A)	Delete	Delete the selected page(s).
	Duplicate	Duplicate the selected page(s).
	Preview	View a full-screen preview of the selected page; see page 3-45.
	Undo	Undo previous Page menu commands (multiple undos available).
Server	Cancel RIPping	Stop RIPping the current job. You can also choose this command by right-clicking on the RIP status bar.
	Cancel Printing	Stop printing the current job. You can also choose this command by right-clicking on the Print status bar.
	Suspend Printing	Temporarily halt printing. You can also choose this command by right-clicking on the Print status bar.
	Resume Printing	Restart printing (after a Suspend Printing command). You can also choose this command by right-clicking on the Print status bar.
	Manage Fonts	View the fonts currently installed on the ColorPASS disk, download additional fonts, or delete fonts (requires Administrator privileges); see "Other server management commands" on page 4-38.
	Manage Color	Start ColorWise Pro Tools; see the *Color Guide.*
	Printing Groups	Define members of printing groups and their passwords (requires Administrator privileges); for details see the *Configuration Guide*.
	Align Paper Trays	Adjust the placement of text and images on the page for duplexing; see "Tray Alignment" on page 4-36.
	Clear Job Log	Clear all jobs from the Job Log (requires Administrator privileges); see "Other server management commands" on page 4-38.
	Reboot	Perform a soft reboot of the ColorPASS (requires Operator or Administrator privileges); see "Other server management commands" on page 4-38.
	Clear	Clear all jobs in all queues as well as all jobs archived on the ColorPASS hard disk, the index of archived jobs, all FreeForm masters, the index of FreeForm masters, and the Job Log (requires Administrator privileges); see "Other server management commands" on page 4-38.

Menu:	Choose this:	To do this:
Server *(con't)*	Setup	Start the Fiery Setup program (requires Administrator privileges); see "Other server management commands" on page 4-38 and the *Configuration Guide.*
	Log out	Log out of the server.
Window	Filter	Open the Filter dialog box for the active window; see page 3-37.
	Export	Save the information in the active window as a tab-delimited text file; see page 3-29, page 3-31, and page 3-36.
	Print	Print the active window.
	View in Helper App	Open the active window in a particular application you specify; see page 4-5.
	Refresh	Update the Job Log window with the latest information.
	Revert to Default Settings	Restore default settings for the status areas, the column headings, and the column widths.
Help	About	View the Command WorkStation information screen.

Server selection tabs

The Server selection tabs, just below the menu bar at the top of the display, can be used to log in to additional ColorPASS servers (if your site has more than one) and to switch between ColorPASS servers currently connected to the Command WorkStation.

If you click a blank tab, you are prompted to connect to a server in the list or configure a new server entry (see "Connecting to the server" on page 3-5). A limit of five ColorPASS servers can be connected to a single Command WorkStation.

You can access the Server selection tabs from all Command WorkStation windows (Queues, Archive, FreeForm, and Job Log).

Sliders

Along the left side of the display are buttons you click to activate function sliders.

Click to view server information
Click to open the Log in/out slider
Click to start a Fiery utility
Click to view disk space and RAM availability

To retract any slider, click the icon at the far right of the slider.

Server information slider

The Server information slider displays name and version information about the currently connected server and the Command WorkStation. To retract the slider, click the Fiery logo at the far right of the bar.

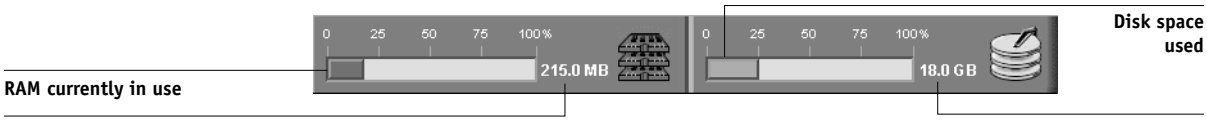
Log in/out slider

This slider is described in "Logging in" on page 3-6 and "Logging out" on page 3-7. To retract the slider, click the lock icon at the far right of the bar.

Utilities shortcut slider

This slider can be used to access Fiery Downloader and ColorWise Pro Tools. These utilities can also be accessed from the Job menu and Server menu, respectively. To retract the slider, click the icon at the far right of the bar.

RAM and disk space slider



The System information indicators show the current availability of RAM and hard disk space on the currently selected ColorPASS server. To retract the slider, click the icon at the far right of the bar.

Job ticket information

All the jobs listed by name in the Queues, Archive, and FreeForm windows can display the job ticket information specified by the person who originated the print job. The Command WorkStation can display this information because it parses the PostScript file before it is RIPped.

You have considerable flexibility in arranging this information in the display. For example, you can add Media Type to the display if you want to see which jobs call for special paper or other media.

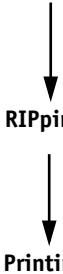
You can choose not to display headers for options that are not used at your site, or you can display all possible options and scroll to see the ones that are less important to you. If you just want to experiment, when you are finished you can choose Revert to Default Settings from the Window menu.

For instructions on customizing the display in the Queues, Archive, and FreeForm windows, see page 4-4.

Window selection tabs

The Command WorkStation always starts out by displaying the Queues window, from which you view current job processes and control job flow and file storage. To go to another window, click the corresponding tab at the bottom of the Command WorkStation display.

Queues window



The Queues window is a dynamic display of the job staging area: jobs are lined up for processing and printing, some of them are being held waiting for directions, some are moving from one stage or queue to another and are finally dropped from the list, some are held for processing by the operator, and some are held in a different queue in case you need to reprint them.

One approach to understanding the dynamic display is to imagine the three parts of the Queues window corresponding to the three stages of printing, illustrated as a downhill flow.

Spooling—a PostScript file is saved on the server's hard disk. The file can come in packets from the network, or from another place on the server hard disk. Jobs are added to a queue in the order in which they arrive, and they generally move to another queue in the same order unless an operator has intervened to change the order.

Rasterizing (RIPping)—PostScript commands are interpreted in the ColorPASS to allow the copier to print the file the way its originator intended. The result of this interpretation is a raster file associated with the original PostScript file. In this raster file (raster image), color data is associated with each dot that can be rendered by the print engine. The color data tells the print engine whether or not to apply cyan, magenta, yellow, or black toner to each position on the page.

Printing—transferring the raster image from the server to the print engine at high speed, freeing up RAM for the next job. While the PostScript file is usually saved to disk, raster images are held in RAM during and after each print job. However, both users and operators can request that the ColorPASS save the raster image to disk along with the PostScript file.

Saving the raster image to disk offers some advantages—raster files are already processed so they print quickly, and each part of the raster file is still identified with a page in the original document, which means that individual pages of a saved raster file can be accessed.

Status bars

Jobs actively involved in the three processes (spooling, rasterizing, and printing) are listed in the **status bars** that span the Queues window.

Status bars show the filename and user name for the active process, and an indication of its progress. Each status bar heads the list of jobs that have completed the process. Thus, beneath the Spool status bar, you see a list of spooled files; beneath the RIP status bar, you see a list of rasterized (RIPped) files; beneath the Print status bar, you see a list of jobs that have already been printed.

NOTE: In the Spool status bar, the filename and user information always appear as "Unknown" (as shown below). This information is not available until the job has finished spooling to the ColorPASS disk.

Spooled jobs on Hold (yellow)
Active spooled jobs (white)

RIPped jobs on Hold (yellow)
Active RIPped jobs (white)

Printed jobs (white); some include raster data stored in RAM

When a job is being processed, provided animation is enabled (see page 4-5), the corresponding status bar is animated, indicating that the process is active.

If an error occurs, the Print status bar alerts you by displaying a message on a red background instead of the normal blue background.

Enlarging the status bars Click the small arrows at the left of the status bar to expand the status bar display. Click the arrows again to collapse the status bar to its original size. To expand *all* the status bars at the same time, press Ctrl-E. Click the arrows or press Ctrl-E again to collapse them to their original size.

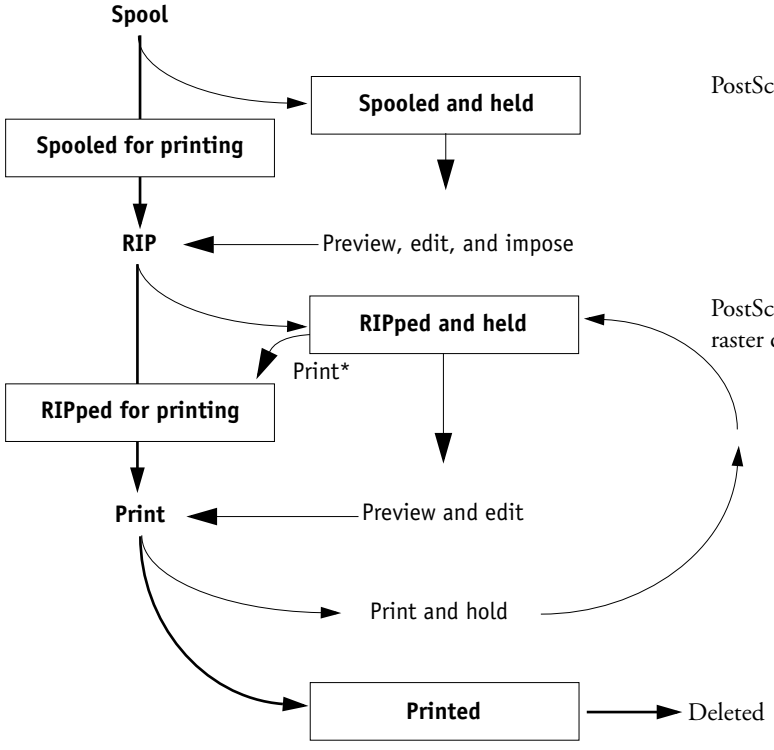
Changing proportions By default, the status bars divide the window area into three equal parts. You can drag the RIP and Print status bars up or down to change the proportion of the window devoted to each job area. For example, drag the RIP status bar down if you have a long list of spooled jobs that you want to see without scrolling.

Making space If your workflow includes holding many jobs, and you don't want to view the held jobs all the time, consider moving some of them to the Archive window. You can move jobs back and forth between the Queues window and the Archive window with a single right-mouse command (see page 3-26).

Active jobs and held jobs

In the description that follows, assume that the operator has full control of jobs; that is, the administrator has disabled the Direct connection and the Print queue, and all user jobs come to the Hold queue. For more information about print connections, see the *Configuration Guide*.

The operator's job management functions permit *holding* a job at any stage of the process we have described, as illustrated below. In the figure, boxes indicate types of job icons you would see in the Queues window.



*A copy of the held job is printed; the held job remains in the RIP area.

Jobs that are held are shown with a yellow icon in a yellow row, just beneath the Spool or RIP status bar. Jobs that are held must be activated with a command in order to print.

Active jobs are shown in white with white icons; new jobs are added above older jobs.

Job icons

There are three types of icons that are used for both active jobs and jobs on hold.

Icon:	Active jobs: (white icons and rows)	Jobs on Hold: (yellow icons and rows)
Printer icons	PostScript or raster data headed for printing (top) or after printing (bottom)	PostScript data headed for Print and Hold or job on Hold after printing (Hold)
Raster icon	PostScript and raster data after printing, ready for fast reprint	PostScript data already rasterized and held

Spool area

The job icons in the Spool area are described below:

Spool area icon:	What it indicates:	How long you see the job:
1 Yellow printer icon Yellow job row	PostScript data from a user on the network; no destination is defined	Until a destination is chosen

Spool area icon:	What it indicates:	How long you see the job:
2 White printer icon White job row	PostScript data headed for Print	Until the RIP is free
3 Yellow raster icon White job row	PostScript data headed for RIP and Hold	
4 Yellow printer icon White job row	PostScript data headed for Print and Hold	

The Spool area is both the receiving area for jobs from users on the network (Hold queue) and the waiting area for jobs that will be RIPped.

Hold queue jobs When printing requires an operator (because the Print queue and Direct connection are disabled), the operator must assign a destination to all jobs received from users on the network (icon 1 in the table above). Once assigned, jobs (icons 2, 3, and 4) move down the Spool queue for processing. All jobs printed to the Hold queue require routing by an operator. The Hold queue also enables you to use all workflow features of the Command WorkStation with PDF files, including DocBuilder Pro and the Imposition feature.

Print queue jobs When printing does not require an operator, network jobs sent to the Print queue appear in the Spool area where they are shown with a white printer icon (icon 2). When they reach the head of the queue, they are RIPped and printed without operator intervention.

Direct connection jobs Jobs printed to the Direct connection are not displayed in the Command WorkStation job lists. They are displayed briefly in the status bars (where they cannot be selected) and are included in the Job Log.

RIP area

The job icons in the RIP area are described below:

RIP area icon:	What it indicates:	How long you see the job:
1 Yellow raster icon Yellow job row	Raster data, no destination defined; may have been printed before and held	Until it is deleted, moved to the Archive window, or stripped of its raster data and sent to the Spool area
2 White printer icon White job row	Raster data headed for Print in its turn; no hold defined	Until copier is free to print the job

After a job is rasterized, it goes into the RIP area. The RIP area holds only raster data (i.e., jobs that have been rasterized). Jobs in the RIP area are either waiting for the copier to be free (Print queue jobs, icon 2 in the above table), or they are being held. Held jobs in the RIP area have already been rasterized (RIP and Hold) or they have been printed and their raster data has been routed back to the RIP area (Print and Hold), where they are shown in yellow rows (icon 1).

NOTE: Raster jobs in the RIP area that are waiting to print (icon 2 in the table above) cannot be manipulated by job commands.

Jobs held in the RIP area remain there until the operator moves them to the Archive window or deletes them. Printing these jobs does not remove them from the RIP area. Instead, a copy of the job is created and printed.

NOTE: For all rasterized jobs, the print option settings, in addition to the current calibration state of the ColorPASS, remain with the saved raster data each time the job is reprinted. To print the job with new print option settings and with new calibration data, you must remove the raster data and reRIP the job.

Print area

The job icons in the Print area are described below:

Print area icon:	What it indicates:	How long you see the job:
1 White printer icon White job row	PostScript data only—raster data has been deleted	Until the job limit is reached
2 White raster icon White job row	Raster and PostScript data If RAM is needed to RIP an active job, the raster data is deleted and the job gets the PS icon (icon 1, above)	Until the job is reprinted or the job limit is reached

The Print area, also referred to as the Printed queue, contains jobs that have already been printed. These jobs were assigned the Print destination (white printer icon in the Spool or RIP areas) without any Hold instructions; therefore, they all have white icons and rows.

NOTE: A job row that appears in light red indicates that an error occurred while printing the job. To see the error, double-click anywhere in the row.

Newly printed jobs are added to the Printed queue, and are shown at the top of the list. Jobs are saved in the Printed queue until the job limit is reached. When the first job over the limit is printed, the oldest job is deleted from the disk. The default job limit is 10 jobs. The value for Jobs Saved in Printed Queue can be changed in Setup by the administrator.

NOTE: If you reprint a job in the Printed queue, the job returns to its original position in the Printed queue after it is printed.

While it is printing, a job consists of PostScript and raster data. The raster data in RAM is not cleared until memory is needed to rasterize the next job. As long as the raster data is intact, the job can be reprinted from the Printed queue. Printed jobs that still have their raster data are represented by a white raster icon in the Printed queue (icon 2 in the previous table); jobs with only PostScript data remaining are represented

by a white PS icon (icon 1). If the job was printed from a held raster job (in the RIP area), the raster data in the RIP area remains and can be used to reprint the job after the raster data has been cleared from the Printed queue.

Job commands

Job commands are used to assign a selected job to a new destination or process. These commands are available from the Job menu (see page 3-10). Many are also available as right-mouse commands (described following the list of commands below). The job commands available at a given time depend on the context; unavailable commands are dimmed. Job commands are available in the Queues, Archive, and FreeForm windows.

The job commands available for selected jobs in the Queues, Archive, and FreeForm windows are listed in the following table. The table also describes the effect of each command on raster data associated with the affected job(s).

Choose this:	To do this:	Raster data is:
Delete	Delete the job(s)	Deleted
Duplicate	Duplicate one or more selected PostScript or PDF data jobs in the Spool or Print areas. You can use the duplicate job(s) for different print options or a different destination. (The Duplicate command actually creates a reference to the original job, with the same name.)	n/a (The Duplicate command is not available for raster jobs)
Rename	Rename the job (PostScript or PDF file with or without raster)	Unaffected, but associated with the new name
Hold	Hold the job in the current place (except for a job in the Print area, which is moved to the Spool or RIP area, depending on whether it still has raster data associated with it)	Held in RIP area, if included with job
RIP and Hold	RIP the job and hold it in the RIP area	Held in RIP area indefinitely
Print	Print the job in its turn (RIP it first if it does not have raster data) After printing, keep the printed job in the Print area until the job limit is reached	Temporarily held in RAM after printing until memory is needed for another job (If the job was printed from a held job in the RIP area, the raster data in the RIP area is kept indefinitely)

Choose this:	To do this:	Raster data is:
Print and Hold (Like the user print option Save Fast Reprint)	Print the job in its turn (RIP it first if it does not have raster data) After printing, hold the PostScript data and the raster in the RIP area	Held in RIP area indefinitely (saved to disk)
Process Next	Give top priority to this job RIP (and then print) it as soon as the processor is free, before other waiting jobs Option is dimmed if there are no other waiting jobs	n/a **NOTE:** This command is available only for jobs in the Spool area that are not currently held.
Remove Raster	Remove the raster data from a job that has raster data (indicated by a raster icon); leave the PostScript data unaffected	Deleted **NOTE:** If you remove raster from a job in the RIP area, the job is sent to the Spool area.
Properties	View, override print option settings, and print a selected job or a group of selected jobs	Possibly deleted and regenerated, depending on whether you change any settings that require re-RIPping
Thumbnail A	Open a selected *held* job in the Thumbnail A window where you can view a full-screen preview of the job, edit the job, or merge it with like data from other jobs. In order to merge jobs, they must be of the same data type (i.e., PostScript jobs cannot be merged with raster jobs)	Changed if job is edited, unaffected if job is only viewed
Thumbnail B	Open a selected job in the Thumbnail B window for viewing a full-screen preview of the job, or for copying pages into a job in the Thumbnail A window. In order to merge jobs, they must be of the same data type (i.e., PostScript jobs cannot be merged with raster jobs)	Unchanged
Impose	Open a selected held PostScript or PDF job in the Imposition window; for more information, see Chapter 5	Unchanged
Download	Download files and fonts to the ColorPASS with Fiery Downloader; see page 4-25	n/a

Choose this:	To do this:	Raster data is:
Archive	Archive the selected held job(s) to the ColorPASS hard disk, the ColorPASS internal ZIP drive, the local Command WorkStation hard disk, or to a device on the network and move the job icon to the Archive window; see page 3-27	Archived with the job, if archiving of raster data is specified
Import	Import PostScript or raster data jobs previously archived to external volumes; see page 4-33	Imported with the job, if it is available
Send to *<Nickname_ Devicename>*	Transfer the selected job(s) to another currently connected ColorPASS; see page 4-29	Transferred with the job

Using right-mouse commands

Use the following instructions to activate job commands with a single right-mouse click.

TO ROUTE JOBS WITH RIGHT-MOUSE COMMANDS:

1. **To route a single job in the job list, right-click the job.**
2. **Select one of the commands or destinations and release the mouse button.**

   The command is carried out or the job is routed to the destination you chose. Depending on your choice, the job line may reappear in a different part of the window or a different window, or the job line may be deleted.
3. **To route multiple jobs at the same time, select the jobs first.**
   Click the job line to select the first job. Shift-click to select adjacent jobs. Ctrl-click to select nonadjacent jobs.

   NOTE: Select jobs with the same job icon; otherwise, the destination options may not be the same. For example, select multiple jobs in the Spool area, and choose Print.
4. **With the cursor still in one of the selected job lines, press the right mouse button.**
5. **Select one of the commands or destinations and release the mouse button.**

   The command is carried out or the jobs are routed to the destination you chose.

Archive window

If you want to store jobs before or after printing them, you can archive them. The ColorPASS can archive jobs internally (on the ColorPASS hard disk) and externally, on the Command WorkStation hard drive, the ZIP disk, or on network drives. For instructions on how to archive jobs, see page 4-31.

NOTE: The Archive window is not available if you logged in as Guest.

PostScript and raster data jobs can be archived, but jobs must first be *held* in the Spool or RIP areas of the Queues window before they can be archived.

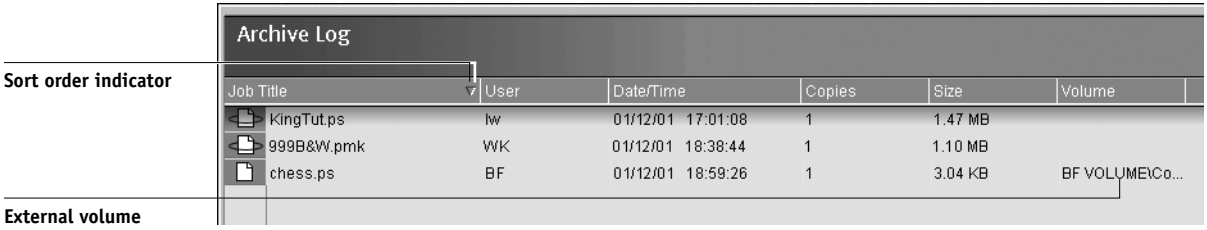
When you archive a job, the job is *moved*, not copied, to the archive destination (the ColorPASS archive area or the external device). The Archive window shows a cumulative list of *all* jobs that have been archived. This list is cleared (along with all jobs on the server) by choosing Clear Server on the ColorPASS Control Panel (see page 1-6) or by using the Clear command from the Command WorkStation (see page 3-12).

The job icons in the Archive window are described below:

Archive icon:	What it indicates:
Printer icon	PostScript data only—raster data not present or deleted Job was archived from the Spool area
Raster icon	Raster and PostScript data Job was archived from the RIP area

The job commands described on page 3-24 can also be used with jobs in the Archive window.

The icons that appear in the Archive window are always white, since they have no destination (as long as they are in the Archive window).



By default, the Archive window displays *all* archived jobs. Until they are deleted, archived jobs remain in the Archive window indefinitely. You can display a subset of archived jobs based on various selection criteria by using the Filter command (see page 3-37).

For jobs archived to external devices (such as the ZIP drive), the Volume column shows the volume and pathname of the device. For jobs that were archived to the ColorPASS hard disk, the Volume column is blank.

As with the Queues window, you can select the headings for the display and use Job menu or right-mouse commands; you can also sort jobs.

To:	Do this:
Sort jobs in a category, such as by Date	Double-click the Date/Time heading. A small arrow indicates whether jobs are sorted in ascending or descending order. Double-click again to sort in the reverse order.
Route a job to a destination in the Queues window	Use job commands from the Job menu or the right-mouse command menu. For example, to print a job, choose Print or Print and Hold. You can also select and route multiple jobs. For details, see page 3-26. The other options, RIP and Hold or Hold, send a copy of the job to the Queues window (to the RIP and Spool areas, respectively) without printing it; Remove Raster (which applies only to jobs with the raster icon) leaves only the PostScript data for the job in the Archive window.
View only particular jobs	Choose Filter from the Window menu, and make entries in the Filter dialog box (see page 3-37).
Delete a job	Select the job(s) and choose Delete from the Job menu or right-mouse command menu.

To:	Do this:
Display or move job ticket information headers in the Archive window	Click the right mouse button on the appropriate column head; choose Add from the drop-down menu to list the columns that you can add to the display. The categories are the same as in the Queues window (see page 3-15) but you can arrange them differently. The column head arrangements you set in the Archive window are independent of those you set in the Queues window.
Adjust the width of a column	Click the column border in the heading and drag left or right.
Export the currently displayed list of archived jobs to a tab-delimited text file	Choose Export from the Window menu. Specify a filename (the default name is archive.log) and a location for the file and click Save. You can then open the exported file with a spreadsheet, database, or word-processing application.

FreeForm window

The ColorPASS FreeForm printing feature provides a flexible and efficient method for printing variable data jobs (such as direct-mail advertising pieces). FreeForm allows users to preRIP and store the master elements of their variable data jobs on the ColorPASS, and then use that master data as needed, for multiple variable data jobs. The preRIPped master-element jobs are stored on the ColorPASS as FreeForm Masters, and are displayed in the FreeForm window.

NOTE: The FreeForm window is not available if you logged in as Guest.

About FreeForm printing

FreeForm printing involves combining a preRIPped FreeForm Master with a variable-elements job to create the final variable data job. This final job can be soft-proofed before printing with the Thumbnail windows and the full-screen preview display.

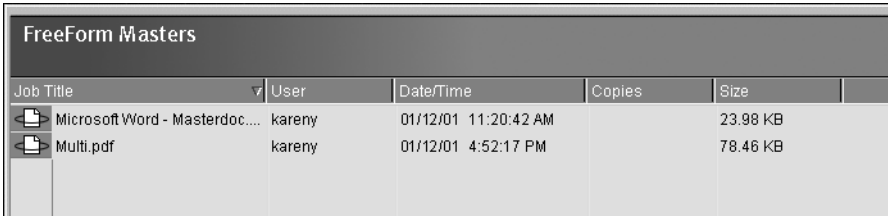
To create a FreeForm Master, the job comprising the master elements must be RIPped with the Create Master print option set to a value from 1 to 100 (that is, a setting other than None). Users can set this option to a value from 1 to 15 when they send a job, but the printer driver interface prevents them from choosing numbers greater than 15. To create a FreeForm Master with a number greater than 15, you must override the Create Master job setting from the Properties dialog box and RIP (or reRIP) the job.

To combine a variable-elements job with a FreeForm Master, the variable-elements job must be RIPped with the Use Master print option set to the number of the corresponding FreeForm Master. As with the Create Master print option setting, users

can set this option to a value from 1 to 15 only. To specify a number greater than 15, you must override the Use Master job setting from the Properties dialog box and RIP (or reRIP) the job.

Using the FreeForm window

The FreeForm window displays up to 100 FreeForm masters that can be used for variable data jobs. However, users on the network can specify Create Master job setting values of 1 through 15 only, due to limitations of the printer driver interface.



The Create Master job setting values can range from 1 to 100, but values from 16 to 100 can be assigned only with job overrides from the Properties dialog box. When assigning new FreeForm Master numbers, it is very important to not choose a number already in use; doing so may result in the original FreeForm Master being overwritten.

Only white raster data icons appear in the FreeForm window, as all FreeForm Masters have already been rasterized. Their raster data is kept indefinitely until the FreeForm Master is deleted.

NOTE: For all rasterized jobs, the print option settings, in addition to the ColorPASS's current calibration state, remain with the saved raster data each time the job is reprinted. To print the job with new print option settings and with new calibration data, you must remove the raster data and reRIP the job.

By default, the FreeForm window displays *all* FreeForm Masters, which remain in the window until they are deleted. FreeForm Masters (along with all other jobs on the server) and the index of FreeForm Masters are deleted by choosing Clear Server on the ColorPASS Control Panel (see page 1-6) or by using the Clear command from the Command WorkStation (see page 3-12).

You can display a subset of FreeForm Masters based on various selection criteria by using the Filter command (see page 3-32).

As with the Queues window, you can select the headings for the display and use Job menu or right-mouse commands; you can also sort jobs.

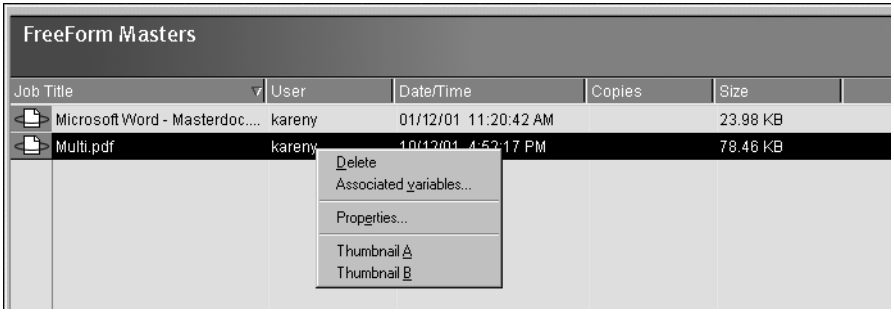
To:	Do this:
Sort jobs in a category, such as by Date	Double-click the Date/Time heading. A small arrow indicates whether jobs are sorted in ascending or descending order. Double-click again to sort in the reverse order.
View only particular jobs	Choose Filter from the Window menu, and make entries in the Filter dialog box (see page 3-37).
Delete a job	Select the job(s) and choose Delete from the Job menu or right-mouse command menu.
Display or move job ticket information headers in the FreeForm window	Click the right mouse button on the appropriate column head; choose Add from the drop-down menu to list the columns that you can add to the display. The categories are the same as in the Queues window (see page 3-15) but you can arrange them differently. The column head arrangements you set in the FreeForm window are independent of those you set in other windows.
View a thumbnail of a FreeForm Master	Right-click the job and choose Thumbnail A or Thumbnail B from the menu that appears, or left-click the job and choose Thumbnail A or Thumbnail B from the Job menu.
View the print option settings of a Free Form Master	Right-click the job and choose Properties from the menu that appears, or left-click the job and choose Properties from the Job menu. **NOTE:** Print option settings for FreeForm Masters can be viewed only; they cannot be changed.
Display all variable element documents associated with a FreeForm Master	Right-click the job and choose Associated variables from the menu that appears.
Adjust the width of a column	Click the column border in the heading and drag left or right.
Export the currently displayed list of FreeForm jobs to a tab-delimited text file	Choose Export from the Window menu. Specify a filename (the default name is freeform.log) and a location for the file and click Save. You can then open the exported file with a spreadsheet, database, or word-processing application.

Job commands for FreeForm master jobs

The following job commands, described on page 3-24, can be used with jobs in the FreeForm window:

- Delete
- Associated variables
- Properties
- Thumbnail A
- Thumbnail B

NOTE: The Associated variables command is available only by right-clicking a FreeForm Master job. Selecting this command displays all jobs that have used that specific FreeForm Master as a master document.



Filtering jobs in the FreeForm window

The FreeForm window displays a cumulative list of *all* FreeForm Masters. If the window contains a large number of FreeForm Masters, you may want to display only a specified subset of these jobs. You can do this by filtering jobs in the FreeForm window.

The Filter command for the FreeForm window works exactly the same way as the Filter command for the Archive window. For instructions on using this feature, see the description given in "Filtering jobs" on page 3-37.

Assigning and monitoring FreeForm Masters

Users can assign FreeForm Master numbers from 1 to 15 using the Create Master print option when they send a job. These numbers can be changed to a number from 1 to 100 with job overrides from the Properties dialog box.

NOTE: As with all job overrides that have a reRIP icon, in order for any new settings to take effect (including Create Master and Use Master), the job must be reRIPped. For information on using the Properties dialog box to change job settings, see "Viewing and overriding print settings" on page 4-22.

When the first 15 FreeForm Master numbers have been used, users may inadvertently overwrite existing FreeForm Masters by assigning what they think are new, unused FreeForm Master numbers. When users choose a master number from the Create Master print option, an existing job using that master number will be overwritten (the user will receive a message warning them that they are about to replace an existing job). For this reason, the operator may bear the responsibility of deleting existing master jobs or reassigning master numbers 1 through 15 in order to avoid any overwriting problems. Since the operator is the only person who can assign numbers from 16 to 100, he or she can maintain a high level of control over the FreeForm Master numbers in use.

Tips for using FreeForm

At sites where a small number of users print FreeForm jobs, the operator may want to assign specific FreeForm Master numbers to specific users. In this way, users bear the responsibility of monitoring their own master numbers. Users can then use the Create Master print option to assign new masters or to overwrite existing masters. Users can also instruct the operator to reassign master numbers (to a number greater than 15) for FreeForm Masters they want to keep available on the ColorPASS.

At sites where a large number of users print FreeForm jobs, the operator may want to instruct users to not use the Create Master print option at all, but rather to RIP and Hold all their jobs. In this way, the operator can decide which FreeForm Master numbers to assign before printing.

For all jobs sent to the ColorPASS, it is a good practice for users to specify information to the operator with the Notes and Instructions fields in the Printer Job Notes dialog box. It is then very important for the operator to check the Notes and Instructions columns for such information.

For example, the user could send a variable-elements job named "Variable1.ps" to the ColorPASS with the instruction "Use Master5.ps as master." The operator then:

- Locates "Master5.ps" in the FreeForm window
- Notes the number in the Create Master column
- Double-clicks "Variable1.ps" to view the Properties dialog box
- Chooses the matching FreeForm Master number with the Use Master print option

The job "Variable1.ps" will then print with the master data ("Master5.ps"), as specified by the user.

FreeForm restrictions

When printing FreeForm jobs, the following print option settings must match for *both* the FreeForm Master and the variable-elements job:

- Color Mode
- Combine Separations
- Landscape (Orientation)
- Page Order
- Page Size
- Duplex

The following settings for the variable-elements job override the corresponding settings in the FreeForm Master job:

- Copier Mode
- Media Type
- Paper Source
- Save Fast Reprint
- Sorter Mode
- Collation
- Slip Sheet
- Stapler Mode

For more information on using FreeForm features, see "Printing variable data documents (FreeForm)" on page 4-24 and the *Printing Guide*.

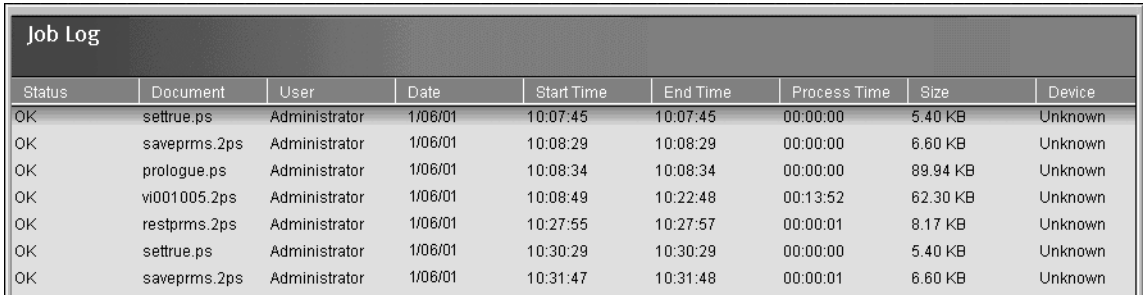
Job Log window

The Job Log is a list of processed and printed jobs, the date and time they were processed or printed, and the characteristics of the job. It includes downloaded files and fonts and RIP and Hold jobs.

NOTE: The Job Log window is not available if you logged in as Guest.

At any given time, the Job Log includes only those jobs processed or printed since the Job Log was last cleared. The Job Log can be cleared manually by choosing "Clear Job Log" from the Server menu or automatically if the administrator has enabled autoclearing of the Job Log in Setup. The Job Log is also cleared by choosing Clear Server on the ColorPASS Control Panel (see page 1-6) or by using the Clear command from the Command WorkStation (see page 3-12).

You can adjust the column widths in the Job Log display by clicking the column border in the heading and dragging left or right. For more information, see Chapter 4.



Job Log

Status	Document	User	Date	Start Time	End Time	Process Time	Size	Device
OK	settrue.ps	Administrator	1/06/01	10:07:45	10:07:45	00:00:00	5.40 KB	Unknown
OK	saveprms.2ps	Administrator	1/06/01	10:08:29	10:08:29	00:00:00	6.60 KB	Unknown
OK	prologue.ps	Administrator	1/06/01	10:08:34	10:08:34	00:00:00	89.94 KB	Unknown
OK	vi001005.2ps	Administrator	1/06/01	10:08:49	10:22:48	00:13:52	62.30 KB	Unknown
OK	restprms.2ps	Administrator	1/06/01	10:27:55	10:27:57	00:00:01	8.17 KB	Unknown
OK	settrue.ps	Administrator	1/06/01	10:30:29	10:30:29	00:00:00	5.40 KB	Unknown
OK	saveprms.2ps	Administrator	1/06/01	10:31:47	10:31:48	00:00:01	6.60 KB	Unknown

When you open the Job Log, you can choose to display all jobs in the current Job Log or only the jobs in a specified date range. By default, all jobs are displayed. To specify a date range, choose Filter from the Window menu, click Range, and enter dates in the From and To fields; or, click the calendar icons next to the From and To fields and select dates by clicking them in the calendars. Use the arrows at the upper corners of the calendars to display different months.

NOTE: In the Job Log, "Start Time" reflects the time that the job began RIPping; "End Time" reflects the time that the job printed; and "Process Time" reflects the total RIP time for the job. These times do not correspond to the Date/Time values displayed in the Queues window.

Updating the Job Log display To update the Job Log window display after specifying a date range (or at any other time), choose Refresh from the Window menu.

Exporting the Job Log From the Job Log window, you can export the Job Log to a tab-delimited text file (the default name is job.log) by choosing Export from the Window menu. The exported file can be opened with a spreadsheet, database, or word processing application. The exported Job Log contains the jobs for the date range you specified.

Clearing the Job Log The Job Log is stored on the server disk. When logged in as Administrator, you can clear the Job Log by choosing Clear Job Log from the Server menu. The Job Log is cleared whenever an Administrator clears the server or installs new software. In addition, the Job Log can be cleared automatically after every 55 jobs.

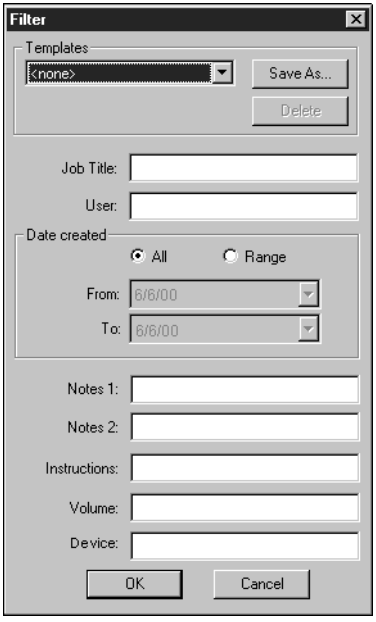
Printing the Job Log To print the Job Log, choose Print Pages from the File menu, select Job Log, click Print, and click OK. The Job Log is sent to the Print queue and then prints to the ColorPASS. You can use Job menu commands to manipulate the Job Log print job as you would any other job. The printed Job Log contains the jobs for the date range you specified. See "Using the Job Log" on page 4-34 for more information.

Printing and clearing the Job Log automatically You can decide how you want to handle the Job Log. If you have Administrator privileges, you can choose Setup from the Server menu and enter your preferences in the Job Log Setup. You can choose to print the Job Log automatically every 55 jobs, or both print and clear the Job Log automatically every 55 jobs. You can also choose the Job Log page size.

Filtering jobs

The Queues, Archive, FreeForm, and Job Log windows display a cumulative list of *all* jobs. If a large number of jobs are listed, it may be difficult to locate a particular job or a particular group of jobs. You can display a specified subset of jobs by filtering jobs in the Queues, Archive, FreeForm, and Job Log windows.

To open the Filter dialog box, choose Filter from the Window menu.



In the Queues window you can filter jobs according to any or all of the following criteria:

- Job title
- User name
- Date created (or a date range)
- Notes 1 or Notes 2 (Group name)
- Instructions (Group Password)
- Device

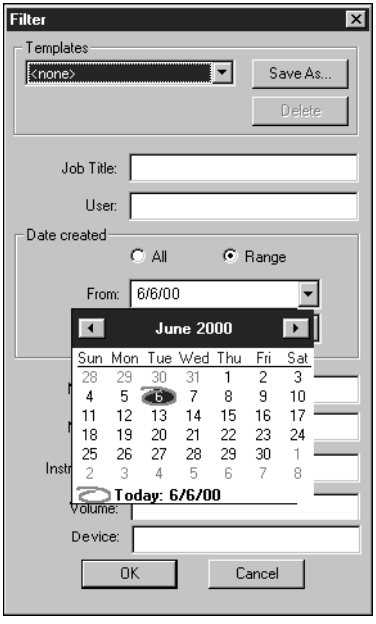
In the Archive and FreeForm windows you can filter jobs according to any or all of the following criteria:

- Job title
- User name
- Date created (or a date range)
- Notes 1 or Notes 2 (Group name)
- Instructions (Group Password)
- Volume
- Device

In the Job Log window, you can filter jobs by date only.

The Filter command lets you perform a search based on any and all values you specify in the Filter dialog box. Enter values in all fields relevant to your filtering criteria. If you enter values in more than one field, only jobs that meet *all* the criteria are displayed. For example, if you enter 10 in the Job Title field and <UserName> in the User field, only those jobs whose titles somewhere contain "10" *and* whose User name somewhere contains "<UserName>" will be displayed.

To filter by date, select Range in the Date created area and enter dates in the From and To fields; or, click the arrows next to the From and To fields and select dates by clicking on them in the calendar that appears. Click the arrows at the upper corners of the calendar to display different months. The range of dates available for filtering is 01/01/1980 to 12/31/2099.



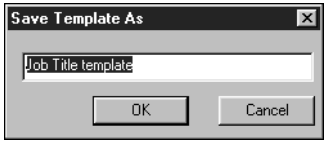
Creating Filter templates

If you often filter jobs according to specific criteria, you can create a filter template. In this way, you can filter jobs easily in one step and avoid the need to enter specific information each time you want to filter jobs.

TO CREATE A FILTER TEMPLATE:

1. **Open the Filter dialog box by choosing Filter from the Window menu.**
2. **Enter specific job filter criteria in the appropriate fields.**
3. **Click Save As.**

4. **Enter a name for the new template and click OK.**



The new template is saved in the Templates pop-up menu in the Filter dialog box.

To view jobs in the Queues, Archive, FreeForm, and Job Log windows according to a filter template, open the Filter dialog box, choose the template by name from the Templates pop-up menu, and click OK.

To delete an existing template, open the Filter dialog box, choose the template by name from the Templates pop-up menu, and click Delete. Click OK to confirm that you want to delete the template.

Job properties

When logged in as Operator or Administrator at the Command WorkStation, you can use the Properties command to check and override the print option settings (properties) of all jobs.

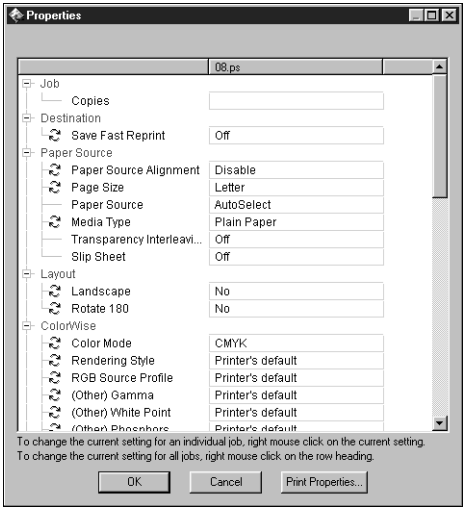
You can use this command for several purposes:

- To check a user's job settings, especially notes and instructions
- To override a setting based on printed output or other print device conditions
- To change settings for a duplicate of the original job
- To print a single copy of a job before printing the number of copies required by the user

Viewing and editing job properties

The Properties command lets you view, edit the print option settings of, and print multiple jobs simultaneously. You can use this feature to compare the properties of several jobs and thereby group together jobs with similar settings, if it is beneficial for throughput or efficiency.

To view the properties of one or more jobs, select the job(s) and choose Properties from the Job menu or the right-mouse menu.



For information on using the Properties dialog box to change job settings, see "Viewing and overriding print settings" on page 4-22.

NOTE: Some print options that are available in the printer driver are not displayed in the Properties dialog box. For information on specific print options and settings, and where they can be set, see Appendix A of the *Printing Guide*.

Thumbnails and full-screen previews (DocBuilder Pro)

The Command WorkStation includes a powerful DocBuilder Pro tool that allows you to preview and edit PostScript and raster data. (For information on how to identify a raster data job, see page 3-20.) DocBuilder Pro consists of two thumbnail windows and several page-manipulation commands (listed in the Page menu).

The DocBuilder Pro tool can be used in the following ways:

- In the Thumbnail A window, you can see thumbnails of the currently RIPping job, as it is processed, or of any PostScript or raster data job (see "Previewing print jobs" on page 4-12).

- From the Thumbnail A and Thumbnail B windows you can open a full-screen preview of a PostScript or raster file (see "Full-screen previews" on page 3-45).
- Using the Thumbnail A and Thumbnail B windows together, you can merge PostScript or raster data from more than one file, even if the files were printed from different applications on different computer platforms (see the next section and "Merging PostScript and raster files with DocBuilder Pro" on page 4-15).

DocBuilder Pro's merge features eliminate the limitations of particular software applications. You can merge PostScript or raster pages of documents of different types, even different computer operating systems. You can merge color pages from graphics programs with text pages from a word processor. An outline of DocBuilder Pro's features follows; for more information and applications, see "Merging PostScript and raster files with DocBuilder Pro" on page 4-15.

Editing and merging files with DocBuilder Pro

When you select a PostScript or raster data job and choose the Thumbnail A or Thumbnail B command (from the Job menu or from the right-mouse commands), the corresponding Thumbnail slider opens automatically, displaying thumbnails of the file. To close the Thumbnail slider, click anywhere in the tab along the right edge of the Thumbnail window. When the Thumbnail window is open, the arrows in the tab point to the right, indicating that clicking the tab retracts the slider.

NOTE: The Thumbnail windows will open automatically for jobs held in the RIP area. In order to open the Thumbnail windows for jobs in the Spool area, the jobs must first be converted to PDF files. In addition, the Adobe Acrobat application and a dongle (included with the DocBuilder Pro Upgrade option for the Command WorkStation) are required to view the job. If the dongle is not attached, you will see an error message. When you select a job in the Spool area and choose Thumbnail A or Thumbnail B, the Acrobat Distiller application launches and the conversion process occurs automatically; wait a few moments as the Command WorkStation prepares and then opens the job for viewing.

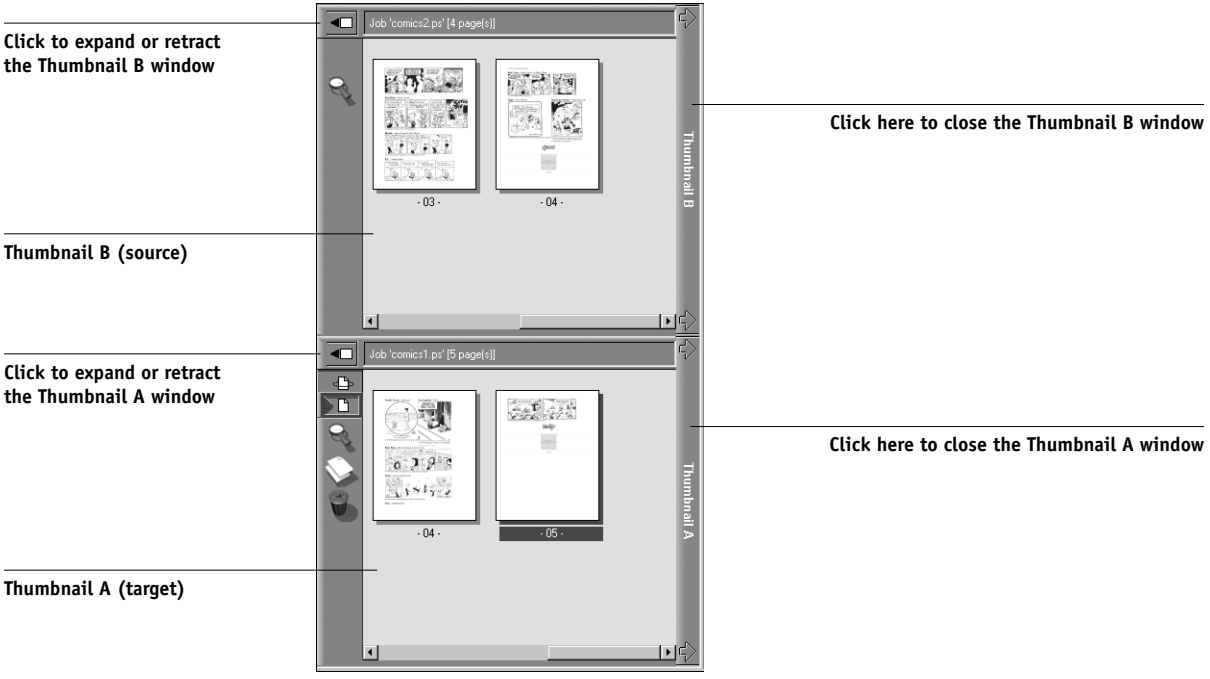
With the Thumbnail A window you can see thumbnail views of any PostScript, PDF, or raster data job—that is, any file that is currently RIPping, or any file that has been RIPped and held to disk. You can also use the Thumbnail A window to edit a PostScript, PDF, or raster file—you can change the sequence of pages, delete pages,

duplicate pages, insert blank pages, and copy pages from other PostScript, PDF, or raster files into the Thumbnail A window. You can save the edited PostScript or raster file as a new printable document.

The Thumbnail B window can also display thumbnails of a PostScript, PDF, or raster job, and the document displayed in Thumbnail B can be used as a source for editing the document shown in Thumbnail A.

In order to copy or merge jobs using the Thumbnail A and B windows, they must be jobs of the same data type. In other words, *both* jobs must be PostScript, PDF, or raster jobs—you cannot merge a PostScript job from Thumbnail B with a raster job in Thumbnail A.

NOTE: Be careful not to delete all pages of a job in Thumbnail A without first saving a copy of the job.


Click to expand or retract the Thumbnail B window
Thumbnail B (source)
Click to expand or retract the Thumbnail A window
Thumbnail A (target)
Job 'comics2.ps' [4 page(s)]
- 03 -
- 04 -
Thumbnail B
Job 'comics1.ps' [5 page(s)]
- 04 -
- 05 -
Thumbnail A
Click here to close the Thumbnail B window
Click here to close the Thumbnail A window

You can merge documents by dragging (copying) one or more entire pages from Thumbnail B to Thumbnail A. This creates a new document in the Thumbnail A window. If you select one or more pages in the Thumbnail A window, the commands in the Page menu give you additional editing possibilities. (Most of the Page menu commands are also made available by right-clicking pages in Thumbnail A.) Multiple undos of Page menu commands are possible.

You can merge pages from multiple documents into the Thumbnail A document by opening documents one after another in the Thumbnail B window. Documents in the Thumbnail B window are view-only, and while you can copy pages from Thumbnail B to Thumbnail A, you cannot edit the Thumbnail B document. A merged document that you create in Thumbnail A can be saved (with a different name) as a new PostScript, PDF, or raster data file.

For more information, see "Merging PostScript and raster files with DocBuilder Pro" on page 4-15.

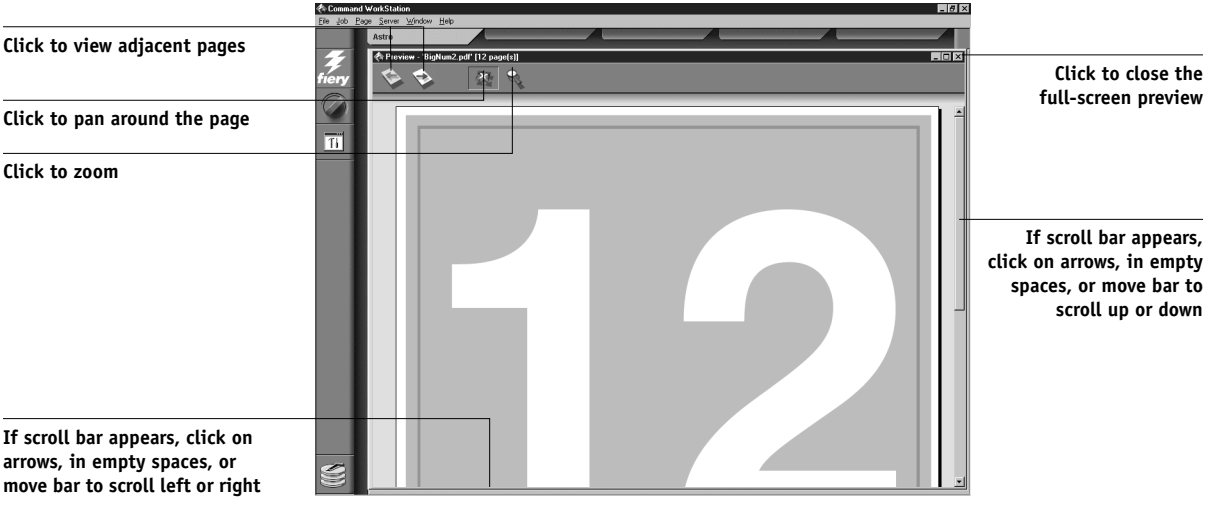
Full-screen previews

Double-clicking any page in the Thumbnail A or Thumbnail B window opens a full-screen preview of the page. The full-screen preview is a view-only display, and it takes time to retrieve the data.

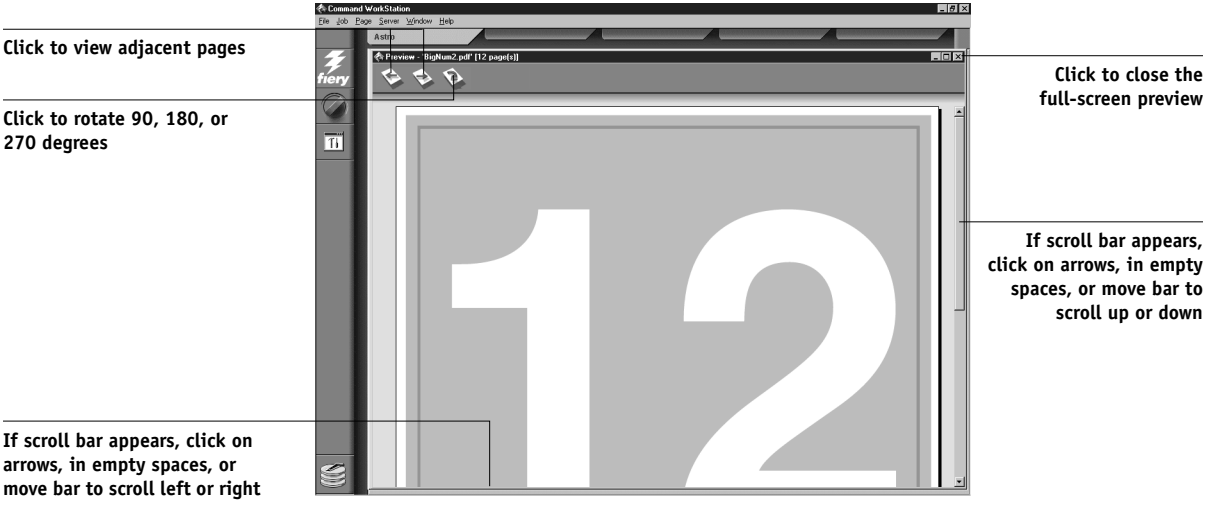
NOTE: If you have edited a PostScript, PDF, or raster job with DocBuilder Pro, you must save the edited file before you can view full-screen previews of all its pages.

Depending on which area the job comes from (Spool or RIP), you can use the icons in the full-screen preview to display adjacent pages, rotate the page, pan around the page, zoom, or close the preview. The top illustration below shows a job from the Spool area; the second illustration shows a job from the RIP area.

Job from the Spool area


Click to view adjacent pages
Click to pan around the page
Click to zoom
If scroll bar appears, click on arrows, in empty spaces, or move bar to scroll left or right
Click to close the full-screen preview
If scroll bar appears, click on arrows, in empty spaces, or move bar to scroll up or down

Job from the RIP area


Click to view adjacent pages
Click to rotate 90, 180, or 270 degrees
If scroll bar appears, click on arrows, in empty spaces, or move bar to scroll left or right
Click to close the full-screen preview
If scroll bar appears, click on arrows, in empty spaces, or move bar to scroll up or down

Editing with PitStop and DocBuilder Pro

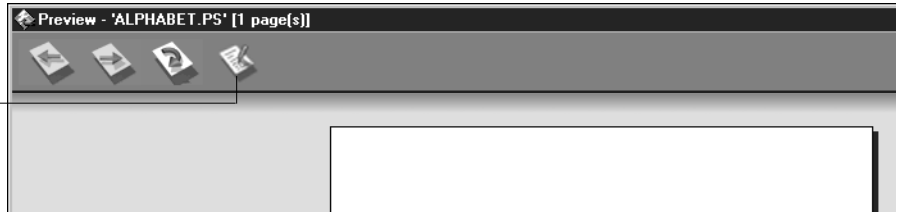
The PitStop Acrobat plug-in from Enfocus Software is included in the DocBuilder Pro kit media pack. This plug-in offers enhanced PDF editing and is included for use with Adobe Acrobat and the optional DocBuilder Pro feature of Command WorkStation.

To install PitStop, insert the PitStop User Software CD and follow the installation instructions that appear in the dialog box.

TO USE PITSTOP WITH DOCBUILDER PRO:

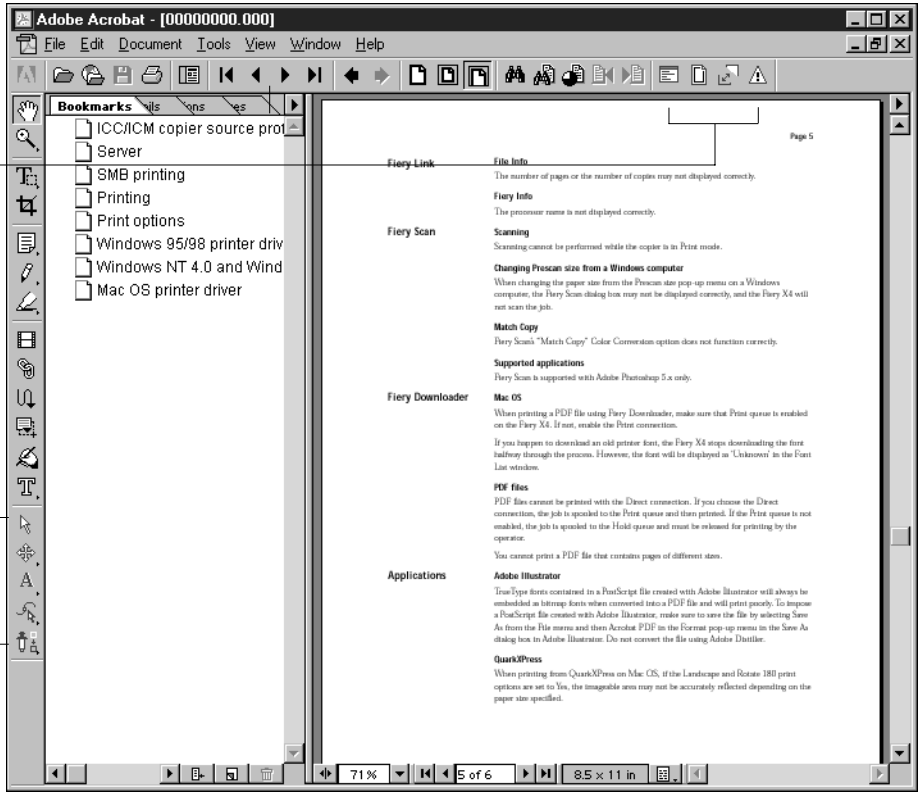
1. **Open a spooled or RIPped PDF or PostScript file in the Thumbnail A or B window and double-click any page to open the Full Screen Preview window.**

   If the source job is in PostScript or PDF format, the Edit Content icon (illustrated below) is displayed along the top of the Preview window.



2. **Click the Edit Content icon.**

Adobe Acrobat is launched, if it is not already running, and the document appears in the Acrobat Window. All Acrobat tools are available, including the tools in purple, which are part of the PitStop plug-in.



For instructions on using PitStop editing tools, see the on-line PitStop documentation. This documentation is available by selecting Enfocus from Acrobat's Help\About Plug-ins menu.

NOTE: The Rotate Pages features in the Document Menu in the Adobe Acrobat window are not supported.

3. **When you have finished editing, click the document's close button in the upper right-hand corner of the Acrobat window.**

   You are prompted to save the changes.

4. **Click Yes to save the changes.**

5. **Click the Command WorkStation window to bring it to the foreground.**

   The edited file appears in the Preview window in Command WorkStation.

6. **Close the Preview window. The file appears in the Thumbnail view.**

7. **Close the Thumbnail window.**

8. **In the Save As dialog box that appears, enter a name for the file (if different from the original), and click Yes to save the edited job.**

   The document appears in the Spool queue under the new file name.

Chapter 4: Managing Print Jobs

This chapter provides some general information about managing printing with the ColorPASS and the copier, and gives you some hints on using the Command WorkStation windows to monitor and manage print jobs. It suggests ways to guide users so that their jobs are more likely to print correctly the first time. The chapter also follows the course of a print job and shows possible ways to expedite jobs and take advantage of the special capabilities provided by the Command WorkStation.

Communicating with users

The Command WorkStation interface facilitates communication between users and operators. All the same, users who originate print jobs may need to become better informed about the ColorPASS and the copier so they can choose the appropriate options for their jobs.

What the user needs to know

You or the network administrator should consider supplying some of the following information to your users:

- The name of the copier on the network and the names of servers sharing the copier
- User's access status

  If jobs do not require operator intervention because they go to the Hold queue, which connections are published—Direct connection and/or Print queue?
- How long you will hold jobs on the server before you delete them
- List of default printer settings and other settings (from the Configuration page)
- List of installed fonts

  If users' applications do not download fonts automatically, can users download fonts to the ColorPASS? Should they embed them in documents or should they supply them to you so you can download them?

- Requirements for Notes fields (information which appears in the Job Log)

  For example, department name, account code, phone number or extension. Is some information mandatory at your site?

- Resident calibration target and date of current measurements
- Custom simulations

  Are custom simulations are available, what type of targets do they represent? Although users see these print options (CMYK Simulation), they should not select them if there are no custom targets on the server.

- IP address or DNS name of server so users can access Fiery WebTools, at least to see if their jobs have printed
- Installed options
- Available media, alternative choices, standard tray/media configurations
- Suggestions for the Instructions field
- Information users might find in the WebLink web site
- Instructions for setting up the printer on client computers
- Sources of PostScript printer drivers, PPDs, color reference files, and additional information
- Recommended PPD settings
- FreeForm information regarding usage of master and variable data
- Conflicting settings and common PostScript errors

How users communicate print requirements

Explain to remote users the information *you* check and what you need to know in order to print the jobs they send. The Instructions field is suited for communication about the job requirements. Notes fields appear in the Job Log so they are more suited for accounting, billing, and job cost information.

Users can provide you information with the print job, for example:

- Information entered in the Instructions field or the Notes fields—special requirements at your site (see below)
- Job ticket information provided by PPD option settings (job properties)

Instructions and Notes fields

- User name and phone number
- Priority, due date, request for notification
- Number of copies needed
- Request that operator do color check
- Hold job for future printing or future reprinting
- Merge with another job, and merging instructions
- Quantity of paper required
- FreeForm information regarding usage of master and variable data
- Imposition instructions

  For more information see Chapter 5.
- Future requirements for the job

Customizing the Command WorkStation window

You can customize the display of job ticket information in the Queues window by rearranging the column headings. You can tighten the columns, add new column headings, move columns, and delete column headings.

NOTE: The Job Title and User columns are always at the left and cannot be moved or deleted. You can only add column headings to the right of the User column.

TO CUSTOMIZE THE QUEUES WINDOW DISPLAY:

1. **Right-click in the column heading.**

   A menu appears. The Add submenu lists the headings that are not already displayed.

2. **Choose the options you want to display, and the sequence in which you prefer to view them.**

   Add, delete, or move a column by holding down the right mouse button on the name of the appropriate column heading; release the button after choosing one of the menu options:

   Add one of the listed columns to the display at your mouse position.

   Move Left, Move Right—move the selected column left or right.

   Delete the selected column.

   The Job Title and User columns are required—all others are optional.

3. **Adjust the column widths.**

   Adjust the width of a column by clicking the column border in the heading and dragging to the left or right. You can change the column widths at any time.

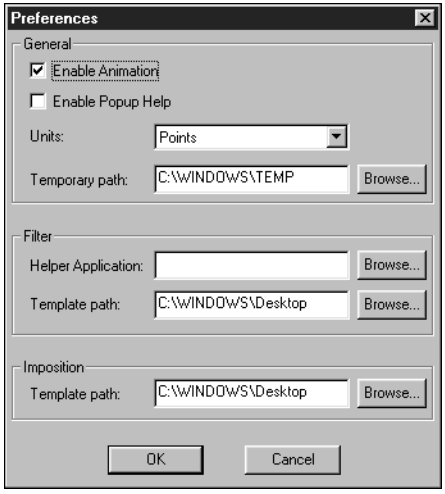
   If you display the Instructions column, which shows information typed into the Instructions field by the user, you can reduce the width of the column so you can just see whether or not there are instructions in it.

4. **With a narrow Instructions column, if you want to read detailed instructions, double-click the job and choose Notes from the Job Properties window.**

   This also allows you to read the notes. You can edit or annotate the information in the Instructions field if you wish. It remains with the job as long as the job is on the server. The operator cannot edit the Notes fields.

Setting Command WorkStation Preferences

Choose Preferences from the File menu to access the Preferences dialog box.



Menu:	Choose this:	To do this:
Preferences\ General	Enable Animation	Turn on or off animation of the status bars
	Enable Popup Help	Turn on or off short captions that appear when you pause the mouse over window elements; the captions identify the main parts of the Command WorkStation window
	Units	Specify the type of unit (Points, Inches, or Millimeters) to use in the display for custom page sizes and Imposition settings
	Temporary path	Specify a location for temporary files created by the Command WorkStation application

Menu:	Choose this:	To do this:
Preferences\ Filter	Helper Application	Specify the path to a helper application from which to view data in the active window; this application opens automatically when "View in Helper App" is chosen from the Window menu
	Template path	Specify the path to where Filter template files are saved; for more information on Filter templates, see page 3-40
Preferences\ Imposition	Template path	Specify the path to where Imposition template files are saved

Printing server information pages

Using the Print Pages command, you can print various special pages of information stored on the ColorPASS.

TO PRINT SERVER INFORMATION PAGES:

1. **Choose Print Pages from the File menu.**

2. **In the Select Printer area, specify where you want to print the pages.**

   Server—The pages you specify are printed to the ColorPASS.

   Local Printer—Enables you to print the Configuration page, Archive Log, and Queues to any printer installed on your Windows computer.

3. **In the Select Pages area, specify the pages you want to print:**

   Configuration—Prints the Configuration page, which gives the current server and device configuration. This page lists general information about the hardware and software configuration of the ColorPASS, the current settings for all Setup options, information about the current calibration, and the Ethernet and Token Ring addresses of the ColorPASS.

Test Page—A Test Page enables you to confirm that the ColorPASS is properly connected to the copier, and provides color and grayscale samples to troubleshoot problems with the copier or the ColorPASS. The following settings are among those listed on the Test Page: Server Name, Printer Model, color settings, calibration information, date and time the Test Page was printed.

Control Panel Map—Prints the Control Panel Map, which is an overview of the screens you can access from the Control Panel. For information about using these screens to set up the ColorPASS, see the *Configuration Guide*.

Font List—Prints a list of all fonts currently resident on the ColorPASS hard disk.

Color Charts—Prints samples of the RGB, CMY, and PANTONE colors available from the ColorPASS.

Job Log—Prints a log of the last 55 jobs processed or printed. For information on the fields in the Job Log and on printing it in other forms, see "Using the Job Log" on page 4-34.

4. **Click Print.**

5. **If you selected Server in step 2, specify the number of copies to print and click OK.**

   The page(s) are printed to the ColorPASS.

   If you selected Local Printer in step 2, choose the desired printer in the Print dialog box, specify the number of copies to print, and click OK.

   The Configuration page is printed to the printer you specified.

   Server information pages printed with the Print Pages command appear in the ColorPASS Job Log with a User Name of "Operator" even if you logged in as Administrator.

Workflow scenarios

The workflow at your site will depend on the number and complexity of jobs and the amount of responsibility given to the operator. This section suggests some ways you might interact with a job.

Scenario 1 At this site, the Print queue is enabled, and anyone at the Command WorkStation can view the progress of jobs. A small job is sent to a server and copier that are not busy. You watch the job progress from the top to the bottom of the Queues window.

The green light on the ColorPASS flashes, the network icon blinks; on the Command WorkStation the Spool status bar is animated and the job title appears. As soon as spooling has finished, the Spool status bar is cleared and the RIP status bar animates. Almost immediately thereafter, the RIP status bar is cleared and the Print status bar animates. The printed job is listed below the Print status bar and the job pages emerge from the copier.

Scenario 2 At this site, all jobs come to the Hold queue and therefore require operator intervention to proceed.

Again, the green light on the ColorPASS flashes, the network icon blinks, the Spool status bar is animated, and now in the Spool area (below the status bar) the job title comes into view. In a few moments the job is on the list, and you have time to scan the headings for the job ticket information—media type, special instructions, copies, and pages.

Are you ready for this job to print? Do other jobs have priority? What is the job for—is it final output or a test print? The first choice is whether to put the job in the print queue or hold it before processing it further. If you do nothing, the job remains in the Spool area, and the file remains on the server disk.

Perhaps this is a routine job and does not call for special handling. You right-click the job and choose Print. You notice the RIP status bar animate, and almost immediately, the Print status bar animates. The printed job is listed below the Print status bar and the job pages emerge from the copier.

The next job is a large job that you have not seen before. The Instructions field indicates that the originator of the job wants to check one printout of the job before you print another 50 copies. You make sure the Copies field is set to 1, right-click the job, and choose Print and Hold.

The RIP status bar animates and displays the job title, and then the Print status bar and copy 1 of the job emerges from the copier. You call the sender of the job for approval. When the job is approved, you set the number of copies to 50, right-click the job now being held in the RIP area and choose Print.

Scenario 3 Everyone has discovered the copier on the network and jobs are coming in rapidly. You right-click several routine jobs in the Spool area and choose Print to let the server print them one after the other. You choose Print and Hold if you know you will be reprinting the job soon. You remove printed jobs from the output trays and replenish media.

While some jobs are flowing through the queues and printing, you are preparing for jobs that require more attention, such as obtaining special paper, using DocBuilder Pro to merge two documents, or notifying the originator of a job that a PostScript error occurred.

Before you load special paper, you make sure all pending jobs are in holding areas. When an especially important job is spooled for RIPping, you right-click Process Next.

NOTE: If a job that contains different page sizes is printed, be sure to reboot the ColorPASS using the Reboot command from the Control Panel.

Using the copier

If you have a copier job that has priority over the spooled incoming print jobs you can temporarily close the ColorPASS connection to the copier and then reopen it when you have finished copying.

When there are no active printing jobs competing for the copier engine (no white job lines in the Spool or RIP area), you do not need to suspend printing to make copies.

TO GIVE THE COPIER TOP PRIORITY AND LATER RESTORE COLORPASS PRIORITY:

1. **From the Server menu, choose Suspend Printing, press the F5 key, or right-click the Print status bar and choose Suspend Printing.**

   This suspends printing temporarily. Jobs continue to spool and RIP on the server as long as disk space and RAM are available.

2. **When you have finished with the copier job, choose Resume Printing from the Server menu, press the F6 key, or right-click the Print status bar and choose Resume Printing.**

   The printing connection between the ColorPASS and the copier is reopened and printing resumes.

Using the copier as a scanner

Scanning requires that you place the scan original on the copier, and that you run Photoshop from a networked workstation. In a high-volume printing environment, however, remote users who want to scan might have to wait for a connection to the ColorPASS.

Under those circumstances you or another operator may prefer to take over the scanning function. Ideally, you would set up a networked workstation near the copier and run Photoshop. From this workstation you can scan jobs for users in the slow printing times.

Canceling jobs

You may need to cancel a job after it has been routed for processing or printing. You can cancel a job only while it is being RIPped or while it is being printed. You cannot cancel a waiting job (white job row) that is routed for RIPping or printing.

- Canceling jobs during processing—While a job is being RIPped, and its name appears in the RIP status bar, choose the Cancel RIPping command from the Server menu, press the F7 key, or right-click on the RIP status bar and choose Cancel RIPping.

  When the RIP job is canceled, the Canceling message appears on the ColorPASS Control Panel. The name of the canceled job appears in the Job Log.

- Canceling jobs during printing—While a job is printing, and its name appears in the Print status bar, choose the Cancel Printing command from the Server menu, press the F8 key, or right-click on the Print status bar and choose Cancel Printing.

  When the print job is canceled, Canceling appears on the ColorPASS Control Panel.The name of the canceled job appears in the Job Log.

NOTE: Canceled jobs may be partially printed, and may include pages with one or more missing color planes, or pages that are completely blank.

- Canceling at the Control Panel—If you are at the ColorPASS, the most direct way to cancel a job is to press the top button on the server Control Panel while you can read the name of the job that is processing or printing. For more information on the Control Panel, see Chapter 1.

Page-level operations of the Command WorkStation

Page-level operations include generating Thumbnail images, adding pages, deleting pages, duplicating pages, reordering pages, and adding blank pages.

Previewing print jobs

You can use the Thumbnail A window to preview pages of the currently RIPping job. You can also use Thumbnail A, as well as Thumbnail B, to preview any held PostScript or PDF job in the Spool area; or any held PostScript or raster data job in the RIP area.

The thumbnail windows also allow you to open an thumbnail view of a held PostScript or PDF job in the Spool area, or any held PostScript or raster data job in the RIP area and perform electronic collation or document merging. This feature, called DocBuilder Pro, is described on page 4-15.

NOTE: In order to open the Thumbnail windows for jobs in the Spool area, the jobs must first be converted to PDF files. In addition, the Adobe Acrobat application (included with DocBuilder Pro for the Command WorkStation software) is required to view the job. When you select a job in the Spool area and choose Thumbnail A or Thumbnail B, the Acrobat Distiller application launches and the conversion process occurs automatically; wait a few moments as the Command WorkStation prepares and then opens the job for viewing.

Thumbnail generation

If your held PDF job in the Spool area already holds Thumbnail data, you can open it in the Thumbnail A or B windows without modifying the temporary file; otherwise, DocBuilder Pro generates Thumbnail images and adds them to the temporary file. Because the generation of Thumbnails may take a few moments, DocBuilder Pro prompts you to permit or deny this action.

When you close the window, you are prompted to save or discard Thumbnail data. To avoid modifying your original PostScript or PDF data, you can discard newly generated Thumbnail data. However, in most cases, Thumbnail data is worth keeping as it takes up very little space and saves you the time required to generate it again.

Another way to maintain an unmodified copy of the original spool file is to save the job under a new name immediately upon opening it in the Command WorkStation; this action discards any newly generated Thumbnail data.

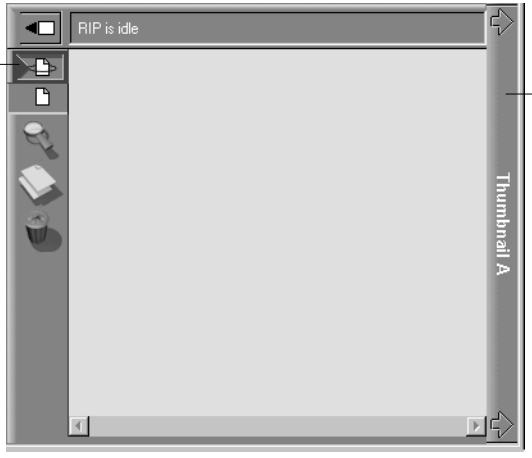
Previewing the currently rasterizing job

To see the progress of jobs as they are RIPped, you can leave the Thumbnail A window open in RIP preview mode.

TO VIEW THUMBNAILS OF THE CURRENTLY RIPPING FILE:

1. **Click the Thumbnail A tab at the right of the Queues window to open the slider.**
2. **Click the RIP preview icon at the left side of the window.**

   In this mode, Thumbnail A displays each page of the currently processing job after it has been RIPped.



3. **Choose a PostScript file in the Spool or Print area and select RIP and Hold, Print, or Print and Hold.**

   As pages are RIPped, they are displayed in the Thumbnail A window.

4. **When you have finished viewing, click the Thumbnail A tab to close the thumbnail window.**

TO VIEW THUMBNAILS OF ANY POSTSCRIPT, PDF, OR RASTER DATA FILE:

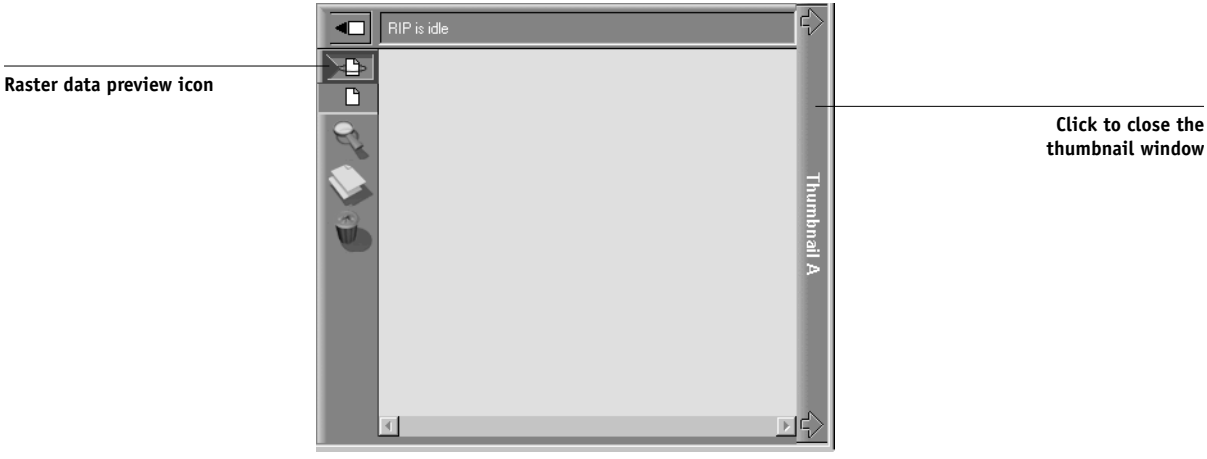
1. **Select any PostScript or PDF job in the Spool area, or select any PostScript, PDF, or raster data job in the RIP area.**

2. **Choose Thumbnail A or Thumbnail B from the Job menu.**

   If you choose Thumbnail A, make sure the raster data preview icon (at the left side of the window) is selected.

   If you choose a job in the Spool area, the Adobe Acrobat application automatically opens in the background, enabling you to view the job.

   NOTE: Wait until all pages have been displayed before opening another PostScript, PDF, or raster file with Thumbnail A. If the job contains many pages, it may take some time for the entire job to be displayed.



3. **When you have finished viewing, click the Thumbnail A or Thumbnail B tab to close the thumbnail window.**

Merging PostScript and raster files with DocBuilder Pro

The ability to work with PostScript and raster files gives you new opportunities to combine documents from different sources into a single file. For example, you can combine full color covers and chapter head pages created in a page layout application with two-color text pages created in a document processing application. Or, you can customize a slide presentation by inserting slides from a different presentation.

You can display two PostScript or raster files at once: a source file and a target file. The target file is displayed in the Thumbnail A window, the source in Thumbnail B. Both files must be of the same data type, i.e. held PostScript or raster data jobs, and both must be located in the same area (Spool or RIP). You cannot merge a PostScript job from Thumbnail B with a raster job in Thumbnail A.

NOTE: You cannot create a new PostScript file in this process; you must print the merged file, which has references to the original PostScript files. Before editing or merging raster files with DocBuilder Pro, make sure the source files were RIPped using the print option settings and the resident calibration you want for the final output. Raster files edited with DocBuilder Pro cannot be reRIPped.

Page manipulations

Page-level manipulations in the Thumbnail A window (adding pages, deleting pages, reordering pages, or inserting blank pages) modify the temporary PDF file. If you do not want to modify the original PDF spool file, you must save the job under a different name or discard the changes. The Thumbnail B window is read-only—you cannot make content changes to it.

TO VIEW AND EDIT POSTSCRIPT, PDF, OR RASTER DATA JOBS:

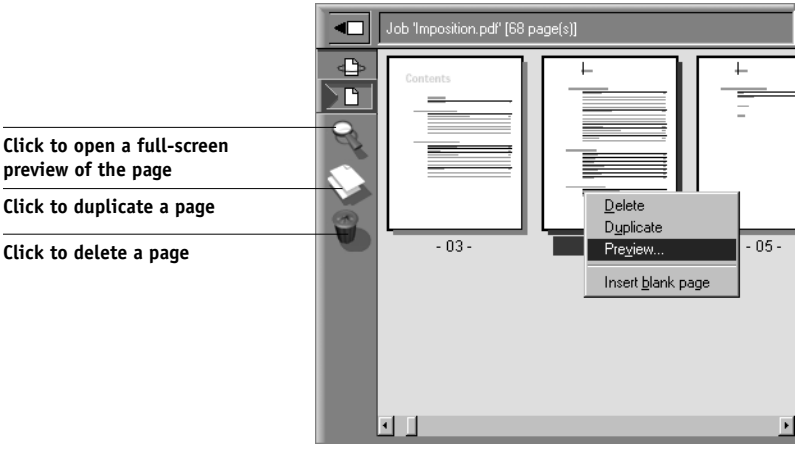
1. **Select a PostScript, PDF, or raster data job and choose Thumbnail A from the Job menu.**

   The file must be a held PostScript or PDF job in the Spool area, or a held PostScript, PDF, or raster data job in the RIP area.

2. **In the Thumbnail A window, right-click a thumbnail image to see the commands available for pages in Thumbnail A.**

   These commands can also be accessed from the Page menu (see page 3-12) as well as from buttons along the left side of the Thumbnail A window (see illustrations below).

   To scroll through the pages in Thumbnail A, you can drag the slider bar at the bottom of the screen, click in the empty area to the left or right of the slider bar, or click on the arrows. The illustration below shows a job from the Spool area.



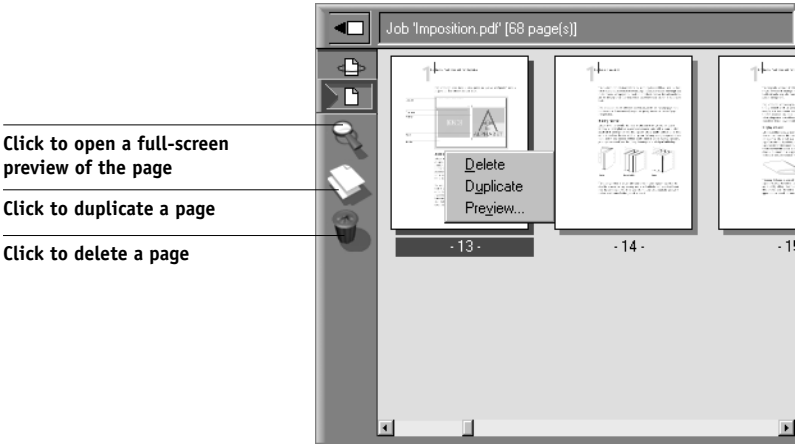
Preview—Opens a full-screen preview of the currently selected page (see "Full-screen previews" on page 3-45).

Duplicate—Duplicates the currently selected page(s).

Delete—Deletes the currently selected page(s).

Insert blank page—Inserts a blank page after the currently selected page(s).

The illustration below shows a job from the RIP area.



Delete—Deletes the currently selected page(s).

Duplicate—Duplicates the currently selected page(s).

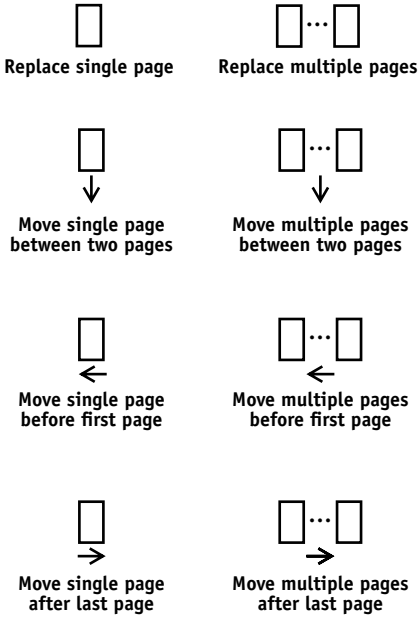
Preview—Opens a full-screen preview of the currently selected page (see "Full-screen previews" on page 3-45).

3. **To move pages within Thumbnail A, left-click to select the page(s) and hold down the mouse button as you drag the selected page(s) to the new location.**

   Shift-click to select multiple, sequential pages; Ctrl-click to select multiple, non-sequential pages.

   If you move the page(s) on top of existing page(s), the page(s) will be overwritten.

If the icon does not have an arrow, the page(s) will be replaced; if the icon has an arrow, the page(s) will be inserted.


Replace single page
Replace multiple pages
Move single page between two pages
Move multiple pages between two pages
Move single page before first page
Move multiple pages before first page
Move single page after last page
Move multiple pages after last page

4. **When you are finished editing, click the Thumbnail A tab.**

   If you have edited the job, you are prompted to save the job (click Yes) and enter a new name.

5. **Enter a new name and click OK.**

   Depending on the location of the original files, the new file is now located in the Spool or the RIP area, ready to print. If you saved the edited file with a new name, the original source file remains held in the Spool or the RIP area.

TO MERGE TWO POSTSCRIPT, PDF, OR RASTER DATA JOBS:

1. **In the Thumbnail A window, display the document you wish to edit.**

   The file must be a held PostScript or PDF job in the Spool area, or a held PostScript, PDF, or raster data job in the RIP area.

2. **Right-click another like-data source document file *from the same area* (a held job with a raster icon) and select Thumbnail B.**

   The Thumbnail B tab opens a second thumbnail view which cannot be edited but can be a source for pages added to the document in Thumbnail A.

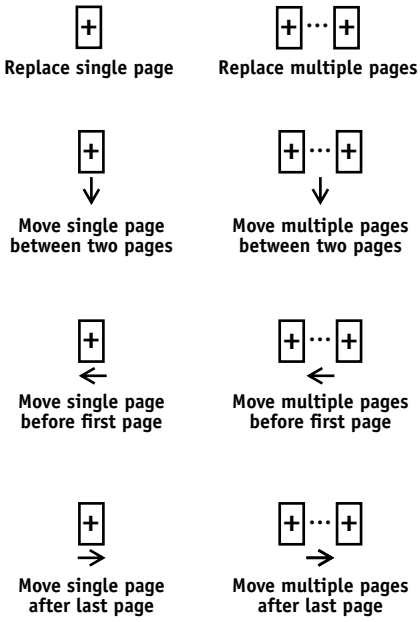
   NOTE: To merge documents, *the page sizes of the source document and the target document must be the same*, the jobs must both be located in the same area (Spool or RIP), and the jobs must be of like data type (i.e., both are PostScript, or both are raster jobs).

3. **In the Thumbnail B window, left-click to select the page(s) and hold down the mouse button as you drag the selected page(s) to the new location in Thumbnail A.**

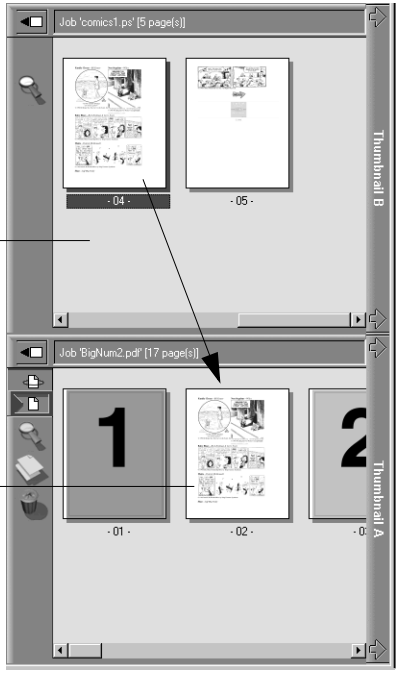
   Shift-click to select multiple, sequential pages; Ctrl-click to select multiple, non-sequential pages.

   To scroll through the pages in Thumbnail A and Thumbnail B, you can drag the slider bar at the bottom of the screen, click in the empty area to the left or right of the slider bar, or click on the arrows.

To replace page(s), drag Thumbnail B page(s) on top of page(s) in Thumbnail A; to add page(s), drag the page(s) to a new position between pages, before the first page, or after the last page in Thumbnail A.


Replace single page
Replace multiple pages
Move single page between two pages
Move multiple pages between two pages
Move single page before first page
Move multiple pages before first page
Move single page after last page
Move multiple pages after last page

NOTE: To insert a Thumbnail B page directly after the last Thumbnail A page, drag the Thumbnail B page so that it is just to the right of the last Thumbnail A page and shows an arrow pointing to the right. If the Thumbnail B page is placed too far to the right of the last Thumbnail A page, the Thumbnail B page will replace the last Thumbnail A page.



Thumbnail B

Page 4 copied from the document in Thumbnail B

Multiple undos are available; use Ctrl-Z or the Undo command to undo all the way back to your first edit. There is no Redo function.

NOTE: Make sure to save the merged job before deleting any of the jobs you used to create the merged job.

Thumbnail B pages moved into Thumbnail A adopt some specific attributes of the Thumbnail A job, such as the document and user name. However, many color-related print options that are set in the Thumbnail B page, such as CMYK Simulation and Rendering Style, remain with the specific page. This could result in a merged job being made up of pages with different attributes.

Generally, the print option settings specified for the Thumbnail A job that are adopted by the pages copied from Thumbnail B *do not* require reRIPping to take effect. The one exception is the setting specified for the Save Fast Reprint option, which requires reRIPping if you want to change it.

The print option settings that remain with the pages copied from Thumbnail B into Thumbnail A are generally those that *do* require reRIPing to take effect.

Attributes that do not require reRIPping can be changed for the newly merged job without having to reRIP any original PostScript files. Attributes that require reRIPping result in reRIPping of the original PostScript file(s) associated with Thumbnail A.

4. **To close the Thumbnail view, click once on the same tab you used to open it (Thumbnail A or Thumbnail B tab).**

5. **If you have edited Thumbnail A, you are prompted to save the job (click Yes) and enter a new name. Enter a new name and click OK.**

   Depending on the location of the original files, the new PostScript or raster file is now in the Spool or the RIP area, ready to print, together with the original source and target files.

   Since you cannot create a new PostScript file by merging two jobs, you must print the merged file, which has references to the original PostScript files. If a merged job is reRIPped and printed, then only the pages of the original PostScript job in Thumbnail A will be processed and printed.

   NOTE: In cases where multiple users are connected to the ColorPASS via the Command WorkStation, Fiery WebSpooler, or Fiery Spooler, and one user makes changes to a Thumbnail A job, not all users may see the results of those changes. If you are unable to view changes in a job, or if selecting a Thumbnail window results in a message indicating zero pages, then close and relaunch the Command WorkStation, Fiery WebSpooler, or Fiery Spooler.

Viewing and overriding print settings

When logged in as Operator or Administrator at the Command WorkStation, you can view, override user job settings of, and print any job in the Queues window and view job settings for jobs in the Archive and FreeForm windows. Using the Properties dialog box, you can view and override job settings for a single job or for multiple jobs at once. When viewing multiple jobs, you can override settings for each job independently or override a setting for all the jobs at once.

- To view the properties for a single job, double-click the job line or select the job and choose Properties from the Job menu or right mouse menu.
- To view the properties for multiple jobs at once, shift-click to select contiguous jobs, or Ctrl-click to select non-contiguous jobs, and choose Properties from the Job menu or right mouse menu.

NOTE: If you want to retain a copy of the job with its original settings, duplicate the job and rename the duplicate before you change any settings (see "Job commands" on page 3-24).

To override a setting for a single job, right-click on the current setting and choose the override setting from the pop-up list.

NOTE: For some options, changing the setting requires that the job be reRIPped; these options show an icon to the left of the option name.

To override settings for all jobs listed in the Properties dialog box, right-click on the name of the print option (the row header) at the left of the dialog box and choose the override setting from the pop-up list.

The Properties dialog box displays all the job settings encoded by the PostScript printer driver that can be decoded by the ColorPASS. If you (as operator) have not changed anything, these are the settings a user entered before sending the job. There is one exception to this: Page Range.

For jobs from the Spool area that have been viewed and edited in the Thumbnail windows or PDF files printed using Fiery Downloader, you cannot override the following print options:

- Remove White PPT Background
- Spot Color Matching

NOTE: Some print options that are available in the printer driver are not displayed in the Properties dialog box. For information on specific print options and settings, and where they can be set, see Appendix A of the *Printing Guide*.

When the Properties dialog box opens, the page range is always shown as All pages and the scale is always shown as 100%. All pages denotes all the pages specified by the user in printing the job; it may not include all the pages in the original document on the user's disk. Similarly, 100% scale indicates 100% of the magnification specified by the user.

The Properties dialog box does display all the remaining user settings, including user Instructions and Notes fields.

- Instructions fields are intended to be viewed and annotated by the operator, but their contents are associated with the job and are deleted when the job is deleted after printing.
- Notes fields can be viewed but cannot be changed by the operator; their contents are transcribed to the Job Log just as the user sent them.

Printing variable data documents (FreeForm)

The ability to override job settings is especially important for variable data printing with FreeForm. As described on page 3-33, the ColorPASS can store up to one hundred FreeForm Masters; however, users are limited to a range of 1 to 15 as values they can specify for the Create Master and Use Master print options. In order to make use of all one hundred available FreeForm Masters, the operator must override the Create Master and Use Master job settings from the Properties dialog box on the Command WorkStation.

TO PRINT A VARIABLE DATA DOCUMENT:

1. **Right-click to select the job comprising the variable elements of the document and choose Properties.**

   See page 4-22 for details.

2. **Scroll to find the FreeForm section in the Properties dialog box and right-click the Use Master print option.**

3. **Choose the number of the FreeForm master job that you want to use as the master document.**

   See page 3-33 for information on FreeForm masters.

4. **Click OK.**

5. **Assign the job a destination of RIP and Hold, Print, or Print and Hold.**

   Particularly with a variable data job, you may want to RIP and Hold the job so that you can preview it before printing.

   For more information on using FreeForm features, see the *Printing Guide*.

Downloading files and fonts

From the Command WorkStation you can download a variety of file types, as well as fonts, to the ColorPASS. These files and fonts can be located anywhere on the network or on an external device connected to the Command WorkStation computer. You browse to locate the files and fonts, select them, and add them to a list of items to be downloaded. You can specify a limited number of print option settings for files that you download (see page 4-27).

To download fonts, the Direct connection must be used. If the Direct connection is not currently published in Setup, see the *Configuration Guide* for instructions on how to publish it.

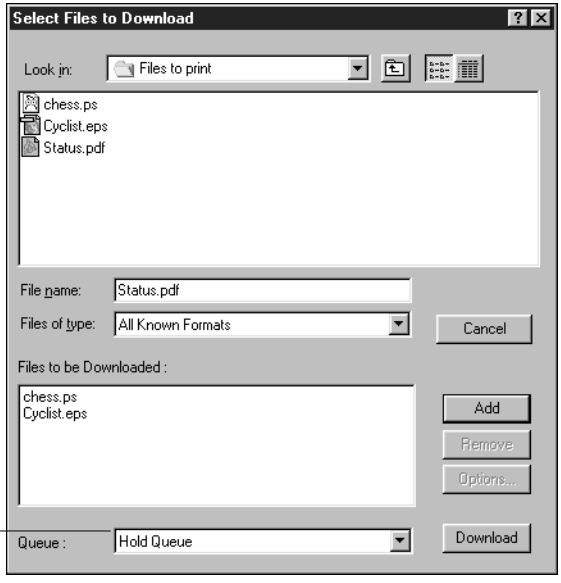
NOTE: You cannot download TrueType fonts. If you use TrueType fonts in Windows, you can print them by converting them to Adobe Type 1 fonts. To do this with the PostScript printer driver on Windows 95/98/Me, click the Fonts tab in the Properties dialog box and set up the Font Substitution Table as necessary. For Windows NT 4.0, go to the PostScript tab of the ColorPASS Properties dialog box, then select TrueType fonts>TrueType fonts setting>Download Softfont. For Windows 2000, go to the Advanced tab of the ColorPASS Printing Preferences dialog box, then select Graphic>TrueType Font>Download as Softfont.

The Manage Fonts command (in the Server menu) provides another way to download fonts to the ColorPASS (see page 4-28).

TO DOWNLOAD FILES OR FONTS:

1. **Choose Download from the Job menu, or right-click on the Spool status bar and select Download.**

   The main Fiery Downloader window appears.



For fonts, choose Direct connection

2. **In the Files of type pop-up menu, choose the file types to display.**

   You can leave this at the default **All Known Formats** or choose **All Files**. **All Known Formats** lists all files in supported formats; **All Files** lists all files.

3. **In the Queue pop-up menu, choose the queue to which you will download the files.**

   The options available in this menu depend on the print connections currently enabled in Setup. The potential choices are **Direct Connection**, **Hold Queue**, or **Print Queue**. If your administrator has not enabled one or more of these connections, you cannot choose it.

   To download fonts, you must choose **Direct Connection**.

   PDF files are always spooled to the ColorPASS hard disk before being printed. PDF files must be sent to the Print queue (or to the Hold queue if the Print queue is not enabled). Do not choose **Direct Connection** to download PDF files.

4. **In the Look in pop-up menu, browse to the file(s) you want to download.**

5. **Select the filename and click Add.**

   The Filename field displays the name of the selected file before you click **Add**.

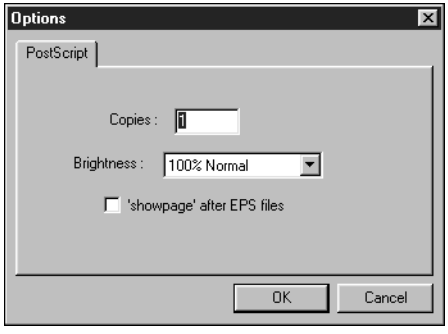
   You can navigate to different drives and folders to select files and fonts to download.

   To select multiple sequential files, select the first file and then Shift-click the last file. Ctrl-click to select multiple non-sequential files.

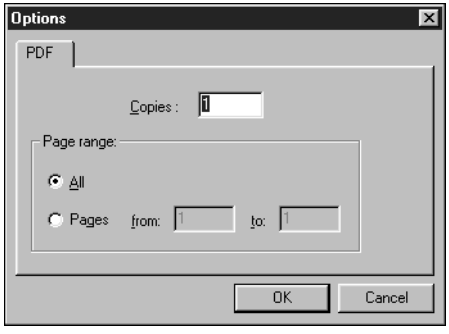
   If you change your mind about a file, select the filename in the Files to be downloaded list and click **Remove**.

6. **To change the attributes of a file, select it from the "Files to be Downloaded" list and click Options.**

   The Options dialog box for PostScript and EPS files is different from that for PDF files, as explained below.



PostScript options



PDF options

7. **Specify the following information in the dialog box and click OK.**

   The options you set apply only to the selected file. You can set different options, or leave the default settings, for each file.

   Copies—Specify the number of copies.

   Brightness (PostScript and EPS files only)—Change the **Brightness** setting if a file appears to be too dark or too light. Choose **85%** for a substantially lighter image, **115%** for a substantially darker image, or one of the options in between.

NOTE: Some applications, including Adobe Photoshop, provide transfer functions that let you specify density settings for an image. If the file you are printing includes transfer functions, the **Brightness** option has no effect. For more information on using transfer functions, see the documentation for your application.

'showpage' (after EPS files)—In most cases, you do not need to use this option. Select the **'showpage' (after EPS files)** option only if an EPS file fails to print without it. This option adds a 'showpage' PostScript language command at the end of the print job. Some applications omit this necessary PostScript language command when they generate EPS files. Select this option when printing EPS files generated by these applications. If you select this option unnecessarily, extra blank pages may print.

If you experience problems downloading EPS files, you can print the file directly from the application in which you created it.

Page Range (PDF files only)—Specify the page range you want to print.

8. **Click Download.**

To cancel downloading, click Cancel or press the <Esc> key.

Managing server fonts

The ColorPASS includes a number of built-in printer fonts. You can download additional fonts to the ColorPASS using the Manage Fonts command (see below) or the Download command (see page 4-25). Users on the network can also download fonts to the server using Fiery Downloader (see the *Printing Guide*). Downloading fonts, either from the Command WorkStation or with Fiery Downloader, requires that the Direct connection is published in Setup (see the *Configuration Guide*).

NOTE: The Manage Fonts command is available only if you logged in as Administrator.

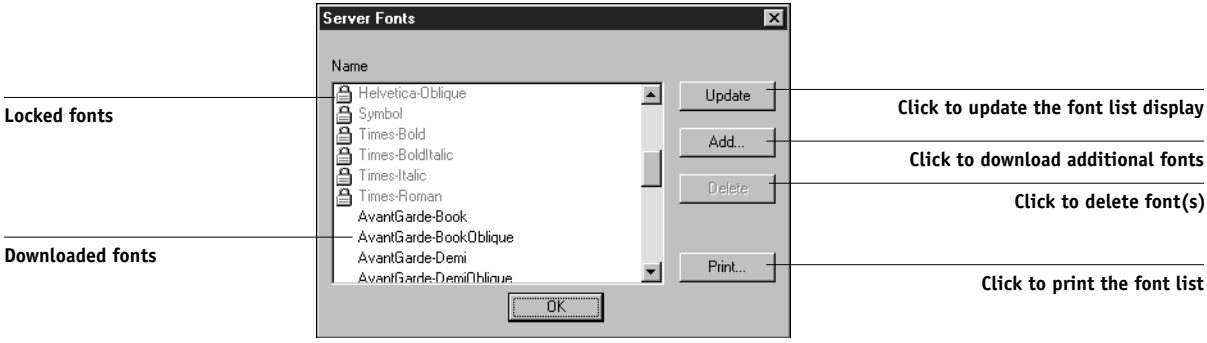
Although no special privileges are necessary to download fonts, Administrator privileges are required to remove fonts from the server. The built-in printer fonts are locked and cannot be removed by anyone.

To print a list of fonts currently resident on the ColorPASS, use the Print Pages command (see page 4-6).

TO MANAGE FONTS:

1. **Choose Manage Fonts from the Server menu.**

   The Server Fonts window displays Add, Delete, Update, and Print buttons.



2. **To download additional fonts to the ColorPASS, click Add and refer to the instructions on page 4-25.**

3. **To delete a font, select it in the font list and click Delete. Shift-click or Ctrl-click to select multiple fonts.**

   NOTE: The printer fonts included with the ColorPASS (built-in fonts) are locked. These fonts appear with a lock icon next to the name and cannot be deleted.

4. **To refresh the font list display, click Update.**

5. **To print the font list, click Print.**

Managing jobs with multiple color servers

You can connect to up to five ColorPASS color servers simultaneously from the Command WorkStation. This allows you to view and manage jobs being processed by multiple servers from a single location, and also to balance the job load between servers of similar capabilities.

- If you connect to multiple servers from the Command WorkStation, you can easily switch between them by clicking the server selection tabs (see page 3-13).
- With ColorPASS color servers that support the feature, you can use the Send to <Nickname_Devicename> command to transfer jobs between color servers (see page 3-26).

TO VIEW AND MANAGE JOBS ON MORE THAN ONE COLOR SERVER:

1. **Configure the connection to the first server and log in.**

   See *Getting Started* for information on configuring the connection to the server.

2. **Click a blank server selection tab.**

3. **Configure the connection to the next server and log in.**

   The Command WorkStation windows show the job lists for the additional server. You can route and manage the jobs processed by this server as long as you are logged in.

4. **To switch servers, simply click the other server selection tab.**

   Once you have logged in, you do not need to log in again unless you have logged out.

   If the servers are extremely busy with continuous jobs, you may see some delay in updating the Command WorkStation window when you switch between servers. Job lists may be blank for some seconds until updating is complete.

TO TRANSFER JOBS BETWEEN COLOR SERVERS:

1. **Log in to more than one color server, as described above.**

   To transfer jobs between color servers, both color servers must support the Send to <Nickname_Devicename> command.

2. **In the Queues window of the source color server, select the job(s) you want to transfer.**

   You can select any *held* jobs in the Spool or RIP areas.

3. **Choose the Send to <Nickname_Devicename> command from the Job menu.**

   The actual command contains the name of the other color server currently connected to the Command WorkStation; for example, Send to Aero_5000. If two or more additional color servers (in addition to the originating server) are connected to the Command WorkStation, multiple Send to <Nickname_Devicename> commands appear in the Job menu.

Jobs are transferred from the source server to the same area on the target server (from Spool to Spool, from RIP to RIP).

NOTE: You cannot perform any other Command WorkStation functions while files are being transferred between servers.

4. **After verifying that the jobs were successfully transferred, you can delete them from the originating server, if you wish.**

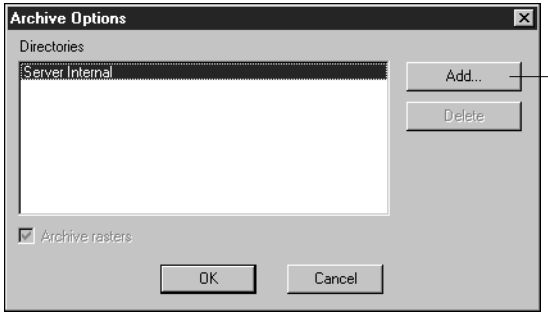
Archiving jobs

PostScript and raster data jobs can be archived internally to the ColorPASS hard disk or the ZIP drive, or externally to the Command WorkStation hard disk or network drives.

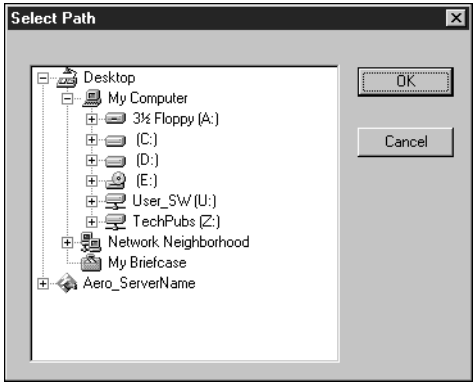
TO ARCHIVE A POSTSCRIPT OR RASTER JOB:

1. **In the Queues window, select any held job in the Spool or RIP areas.**
2. **Choose Archive from the Job menu.**
3. **To archive the job(s) internally to the ColorPASS hard disk or to the ZIP drive, click OK.**

   The job(s) are archived internally.
4. **To archive the job(s) externally to the Command WorkStation hard disk or to a device on the network, click Add.**



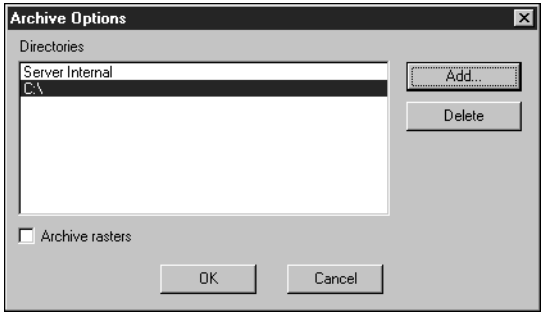
5. **Browse to the device and folder to which you want to archive the job(s) and click OK.**



The Archive Options dialog box shows external devices as available archive volumes.

6. **If applicable, select Archive rasters.**

The Archive rasters option is dimmed for PostScript data jobs and for jobs being archived to Server Internal.



NOTE: Raster data files may be large and therefore may take considerable time to archive.

7. **Select an archive volume and click OK.**

To retrieve jobs archived to external devices, use the Import command.

You can copy or move the archived job to your choice of destinations by right-clicking the selected job in the Archive window and selecting Move To or Copy To.

NOTE: You cannot select the ColorPASS as the archive destination. Additionally, if you archived the job by selecting Server Internal, you cannot copy or move the archived job.

Importing archived jobs from external media

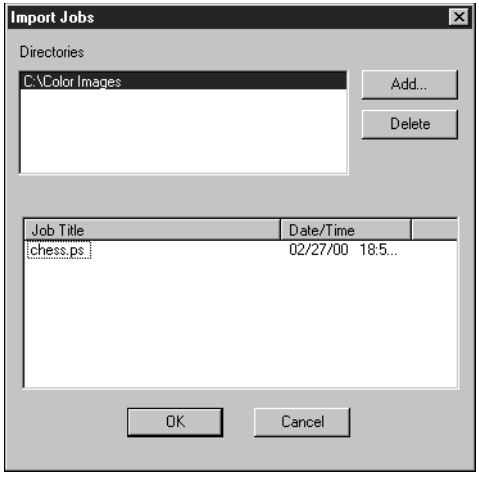
You can use the Import command to find and retrieve jobs previously archived to external devices. This command can be used to retrieve files archived from the current ColorPASS or from another ColorPASS that supports external archiving.

TO IMPORT AN ARCHIVED JOB FROM AN EXTERNAL DEVICE:

1. **Choose Import from the Job menu in the Queues window, or right-click on the Spool status bar and choose Import.**

2. **Select the device containing the job(s) you want to import.**

   Click Add to import files from other archived volumes.



3. **Click OK.**

   The job is imported to the same area in the Queues window (Spool or RIP) from which it was archived.

Using the Job Log

Chapter 3 introduced the Job Log, which is the list of all processed and printed jobs, including the date and time they were printed, and all the characteristics of the job. It explained that the Administrator can set Job Log preferences for clearing and printing the Job Log automatically, and for Job Log page size (page 3-35).

If you want to view the Job Log in a specific application, you can specify one in the Preferences dialog box (see page 4-5); then select View in Helper App from the Window menu.

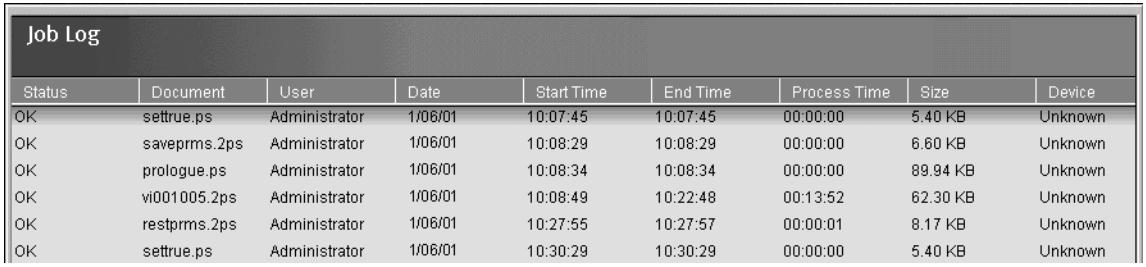
After displaying the Job Log you can print it (use the Print Pages dialog box or choose Print from the Window menu), or export it to a tab-delimited text file (choose Export from the Window menu). The exported Job Log file can be imported into a spreadsheet, database, or word processing application for job accounting purposes. If the Filter command is used to display only a portion of the Job Log (such as jobs for the current day), only that portion of the Job Log is printed or exported.

To update the Job Log, choose Refresh from the Window menu.

After printing or exporting the entire Job Log, you may want to clear it; choose Clear Job Log from the Server menu.

The Job Log window displays a list of all the jobs and the following information about them: status, document name, user, date, start time, end time, process time, page description language, size, device, page size, media, number of originals, number of color pages, number of black-and-white pages, and total number of pages. Information in the Notes 1 and Notes 2 fields is displayed if users entered this information when they printed.

NOTE: The Notes fields are supported only for jobs printed with the Adobe PostScript printer drivers provided on the User Software CD. They are not supported for jobs printed from Windows 2000.



Job Log

Status	Document	User	Date	Start Time	End Time	Process Time	Size	Device
OK	settrue.ps	Administrator	1/06/01	10:07:45	10:07:45	00:00:00	5.40 KB	Unknown
OK	saveprms.2ps	Administrator	1/06/01	10:08:29	10:08:29	00:00:00	6.60 KB	Unknown
OK	prologue.ps	Administrator	1/06/01	10:08:34	10:08:34	00:00:00	89.94 KB	Unknown
OK	vi001005.2ps	Administrator	1/06/01	10:08:49	10:22:48	00:13:52	62.30 KB	Unknown
OK	restprms.2ps	Administrator	1/06/01	10:27:55	10:27:57	00:00:01	8.17 KB	Unknown
OK	settrue.ps	Administrator	1/06/01	10:30:29	10:30:29	00:00:00	5.40 KB	Unknown

NOTE: If a PostScript or raster job was saved in DocBuilder Pro with a new name and then printed, it appears in the Job Log with the name of the original job, *not* the new name you specified for the edited job.

The text in the Status column provides information about the job:

OK	The job was printed normally.
Cancel	The job was canceled before printing was completed.
Error	An error occurred during processing or printing.

Use the scroll bar at the bottom of the window to view all the fields in the Job Log window.

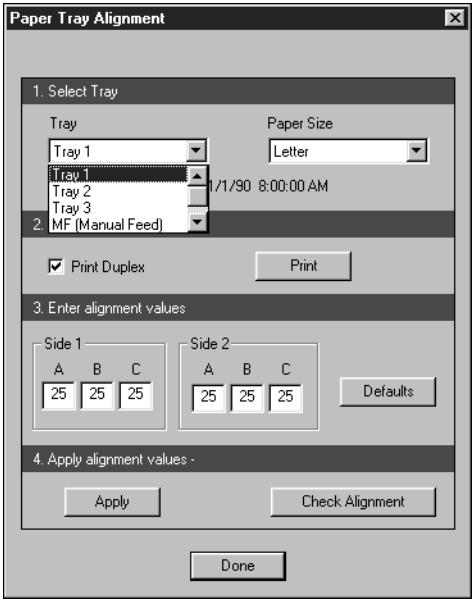
Tray Alignment

Tray Alignment allows you to adjust the placement of text and images on the page so that they are correctly aligned on the sheet of paper or so that both sides of a duplex sheet have the exact same alignment.

NOTE: You can also perform Tray Alignment from the ColorPASS control panel. Access the functions menu and choose Tray Alignment. Note that this option is listed as "Paper Source Alignment" in the printer drivers.

TO ALIGN TEXT AND IMAGES FOR PRINTING:

1. **Select Align Paper Trays from the Server menu.**



2. **Select the tray you want to align (Tray 1-3, or MF(Manual Feed) or Paper Deck) from the Tray pull-down menu.**

3. **Select the paper size that is loaded in the tray from the Media Size pull-down menu.**

NOTE: The Tray Alignment is specific to the combination of tray and paper size specified. If you align Tray 1 with Letter paper, then load Legal paper in Tray 1, the alignment will be invalid. You must perform a new Paper Tray Alignment for each combination of tray and paper size.

4. **In the Print alignment page section, click in the Print Duplex checkbox to print a duplex page or leave the checkbox blank to print a simplex page.**
5. **Click the Print button to print the alignment page.**

   NOTE: Be sure to print the alignment page.
6. **Once the page has printed, follow the directions on the alignment page.**
7. **Fold the page in half horizontally, unfold it, and fold it in half vertically. When you unfold the sheet again, you will see that the fold lines cross three scales on three sides of the page. Determine the number where the fold line crosses each scale.**
8. **In the Enter alignment values section, type in the value where the fold crosses each of the three scales, marked A, B, and C, for Side 1. If you choose to align for duplex printing, the values for the three scales on Side 2 of the page should be entered as well.**

   NOTE: If you enter different values in A and C, the image will rotate, leading to obvious, jaggy (rough, uneven edges) areas on printed output. If this occurs, enter the same value in A and C.
9. **Once all of the alignment values have been entered, click Apply. Click the Check Alignment button to print the new alignment page.**
10. **If you want to remove the alignments, select a tray and click Defaults in the Enter alignment values section.**
11. **Click Done when you are finished.**

Other server management commands

These additional Server menu commands are used to manage server performance, configuration, and status. Some of these commands are available only when logged in as Administrator:

- **Manage Color**—Opens ColorWise Pro Tools (see the *Color Guide*)
- **Manage Fonts**—Allows you to delete fonts from, as well as add fonts to, the ColorPASS (see page 4-28)
- **Clear Job Log**—Clears the Job Log only
- **Reboot**—Causes the ColorPASS to be rebooted, just as if you had selected Restart Server from the Shut Down menu on the Control Panel (see page 1-6)
- **Clear**—Clears all jobs in all server queues as well as all jobs archived on the ColorPASS hard disk, the index of archived jobs (in the Archive window), all FreeForm masters, the index of FreeForm masters (in the FreeForm windows), and the Job Log
- **Setup**—Invokes Fiery Setup (see the *Configuration Guide*)
- **Log out**—Closes the connection to the ColorPASS

Chapter 5: Using Imposition

Imposition is a special feature of DocBuilder Pro. This chapter describes the graphical user interface for imposition functions. For background information on imposition and its uses, see Appendix A.

Main window

From the Imposition main window, you can impose the pages of a document in an order and positioning suitable for printing and binding. If you are connected to more than one ColorPASS at once, you can access the Imposition feature from one ColorPASS only.

NOTE: The Imposition main window is referred to as the "main window" from now on.

TO OPEN A JOB IN THE MAIN WINDOW:

- **Send the job you want impose to the Hold queue or move it to the Spool area using the Command WorkStation.**

  For more information on sending jobs to the ColorPASS, see the *Printing Guide*. For information on using the Command WorkStation, see Chapter 3.

- **Before imposing a job, make sure to have the Adobe Type Manager installed on your computer.**

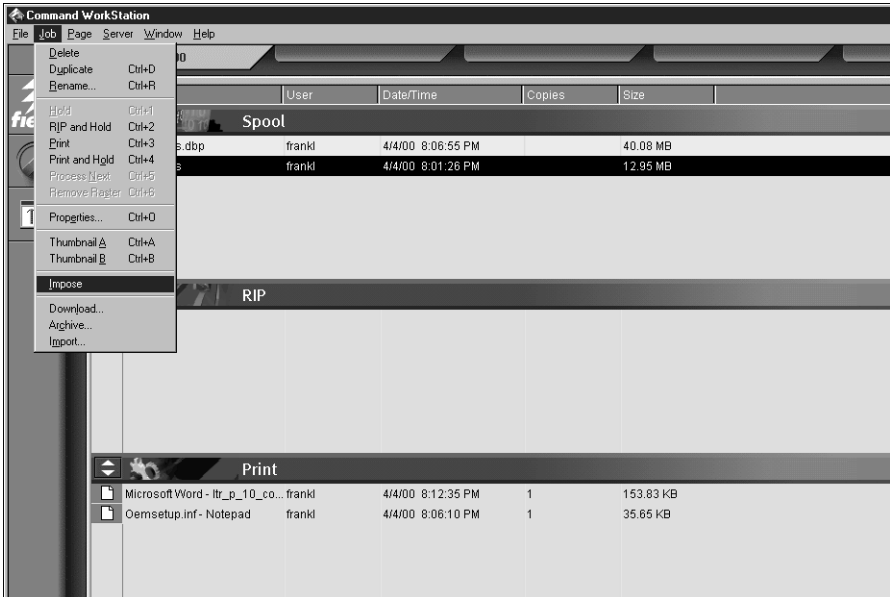
  After installation, copy the Type_1 folder and the Truetype folder from the Adobe Type Manager CD to the Psfonts folder installed on your Windows computer, and then specify the PSfonts folder in the Font Locations window of Adobe Acrobat Distiller. Choose Font Locations from the Settings Menu and select the folder.

- **It is recommended that the following print options be set to the following settings before imposing any job:**

  - Page Order set to Reverse
  - Rotate 180 set to No

- **Select any held job in the Spool area and choose Impose from the Job menu. Or you can right-click the job and choose Impose from the right-mouse menu.**

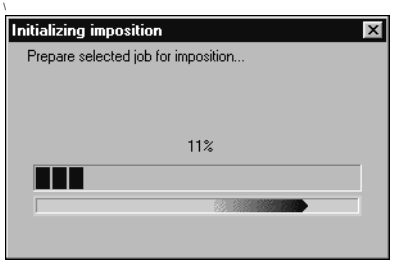
You can open a PostScript or a PDF (Portable Document Format) file, but it must be held in the Spool area.



NOTE: If you have installed DocBuilder Pro as an optional kit, you will also need to install a dongle on your workstation. If the dongle is not attached, you will see an error message. For more information, contact your authorized service/support technician.

When you choose the Impose command, a page-imaging process is invoked that generates a PDF version of the job on which DocBuilder Pro will perform imposition.

A status window is displayed while the job is imaged for the main window.

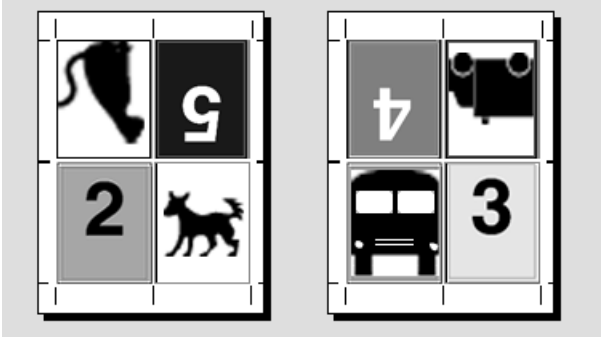


When it opens, the main window displays the job imposed using a default layout, or the layout that was last associated with the job (if the job has been previously imposed). Templates for common layouts are provided and can be invoked from the main window as described in “Using templates” on page 5-8.

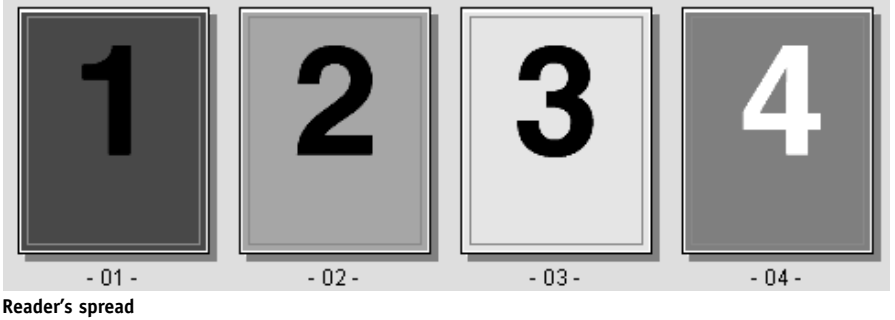
Job previews

The main window provides a preview of a job’s pages before the job is RIPped, allowing you to manipulate the source PDF before rasterizing the job.

Pages appear as a **printer’s spread**; that is, they appear in the order in which they are printed as an imposed job. In contrast, a **reader’s spread** shows pages in the order they are intended to be read. You’re already familiar with such a view—the Thumbnail A and Thumbnail B windows image jobs as reader’s spreads.



Printer’s spread



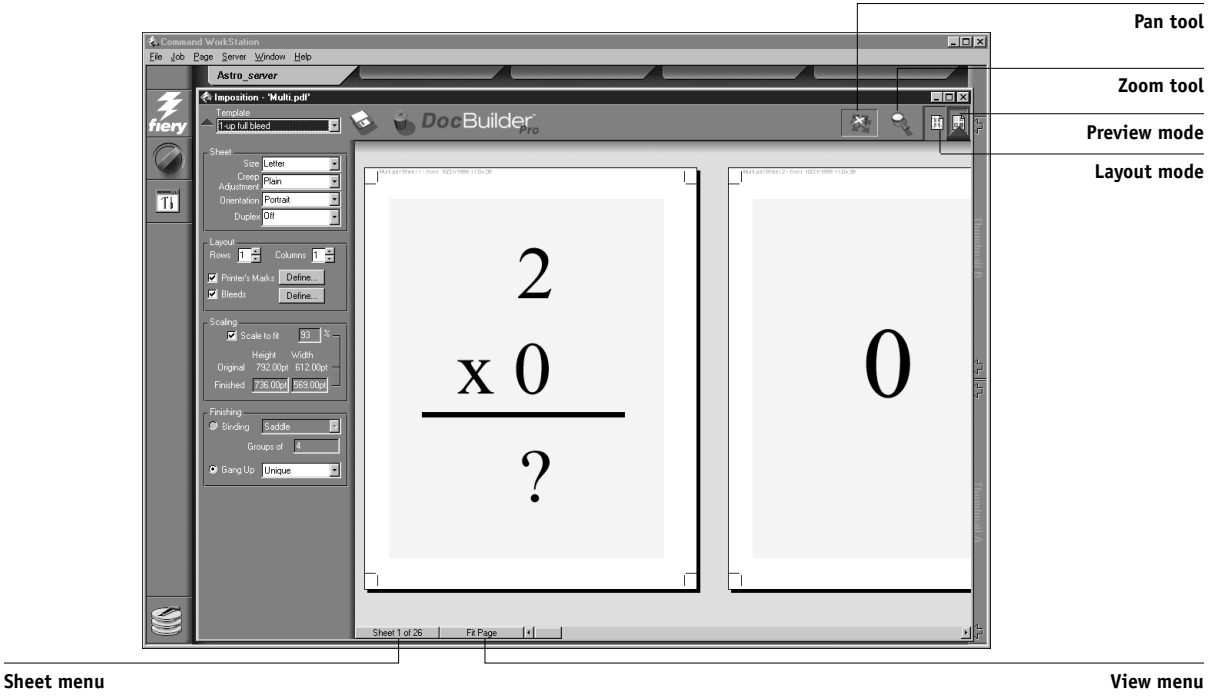
Reader’s spread

Navigating in the main window

You can use the icons and menus at the top and bottom of the window to:

- Switch from preview mode (thumbnails of actual content) to layout mode (page numbers only)
- Zoom in and out
- Drag the job preview around to make a particular page or sheet visible
- Go directly to a particular page or sheet

The zoom tool, pan tool, preview mode and layout mode buttons are located in the top-right corner of the window.



When you position the cursor over the Pan or Zoom tool, a 3-D border surrounds it to provide the appearance of a raised button. Click once to select the tool. The 3D border inverts, as if the button has been pressed, indicating that the tool is selected.

When you select the Pan tool or Zoom tool, the appearance of the cursor changes to indicate that you can now use that tool to manipulate the preview. When you choose the preview or the layout mode, a blue border appears around the selected view and the appearance of the job in the main window changes immediately.

The sheet menu, magnification menu, and scroll bar (shown above) appear at the bottom of the window. These menus and controls affect the display in the main window immediately.

Switching between page view and layout view

You can use the view mode buttons to switch between a page view and a layout view of the job.

- **Preview mode** approximates the appearance of the final printed output very closely; for this reason, it is sometimes called a **WYSIWYG** ("what you see is what you get") **preview**.
- **Layout mode** displays numbered, generic pages that allow you to determine the location of source document pages in the imposed job; and you can rotate individual pages or signatures in a layout view.

Different viewing modes may display different sets of printers marks; for more information, see the table below.

NOTE: The graphically-rich preview mode puts more stress on your system's processor than the relatively lightweight layout view mode. You can improve performance on slower systems by doing most of your work in layout mode, switching to preview mode only when you actually need to see content.

In layout mode, you can rotate individual pages on the sheet; for more information, see "Rotating pages" on page 6-12.

The following table summarizes the characteristics of the layout and preview modes:

Feature:	Layout mode:	Preview mode:
Shows page content	No	WYSIWYG content view
Quick redraw on slower computers	Yes	No
Shows printer's marks	Yes	Yes
Reorder pages	Yes	No
Rotate pages	Yes	No
Define gutter	Yes	No

Setting magnification levels

You can use the zoom tool to increase or decrease the level of magnification in the main window from 12% to 800%.

TO ZOOM IN AND OUT:

1. **Click the zoom tool once to select it.**

   The cursor changes to a magnifying glass when in the preview area of the main window.

2. **Position the magnifying glass cursor over a page and click to zoom in.**

   The magnifying glass cursor displays a plus sign (+) to indicate that it increases the magnification of page views. Each time you click, the current magnification doubles, up to a maximum of 800%.

3. **Hold the Ctrl key and click with the left mouse button to zoom out.**

   Each time you click, the current magnification halves, down to a minimum of 12%.

4. **Click the right mouse button with either the zoom tool or the pan tool to see the zoom pop-up menu.**

   Select Zoom In or Zoom Out from the pop-up menu. Zoom In doubles the current magnification and Zoom Out halves the current magnification.

The View menu at the bottom of the window provides several ways to set the level of magnification at which DocBuilder Pro displays the contents of the window. The View menu allows you to choose preset zoom values ranging from 50% to 800%. You can also choose to make the current preview fit in the window.

- To choose a zoom value, click on the View menu and choose a zoom percent.
- To preview the entire sheet, click on the View menu and choose Fit Page.

NOTE: The View menu changes only the appearance of pages, not their actual content. To change the scaling of pages in finished output, change Scaling area settings, as described on page 6-6.

In addition to preset zoom percents, you can specify a custom zoom value.

TO SPECIFY A CUSTOM ZOOM VALUE:

1. **Click on the View menu at the bottom of the main window.**

   The current zoom value is displayed in the box.

2. **Specify a new zoom value.**

   You can type a new zoom value in the box or you can select a value from the pop-up menu.

3. **Click OK or press Enter to confirm the new value.**

   The window reflects the change immediately.

Viewing the sheets

You can use the pan tool to drag the entire preview around in the window. For example, if you are working with many pages on a large sheet, you can use this tool to drag a particular portion of the sheet into view.

TO MOVE THE PREVIEW AROUND:

1. **Click the pan tool once to select it.**

   The cursor changes to a hand when in the preview area of the window.

2. **With the pan tool cursor positioned over a sheet, press and hold the left mouse button while moving the mouse.**

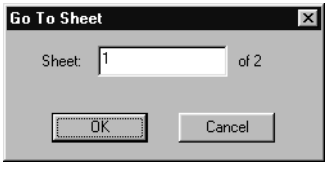
   The page preview moves in the same direction as the cursor. You can repeat this step as necessary to make a particular portion of the preview visible.

   At the bottom of the window, you can manipulate the content view using a standard scroll bar or the sheet menu. The sheet menu provides the Go To Sheet dialog box, which allows you to specify numerically the sheet to display in the preview area.

TO GO DIRECTLY TO A SHEET BY NUMBER:

1. **Click in the Sheet menu at the bottom of the window.**

   When the Go To Sheet dialog box appears, the entry box displays the number of the sheet currently displayed.



2. **Enter the number of the sheet to display.**

3. **Click OK or press Enter to go to the specified sheet.**

Using templates

A saved group of imposition settings is known as a **template**. A template saves all current imposition settings except custom rotations of individual pages on a finished sheet. You can apply any template to any job, making it easy to apply imposition settings quickly and efficiently.

DocBuilder Pro supplies built-in templates that define settings for commonly-used layouts, such as 2-up saddle, 3-up trifold brochure, 4-up gatefold, and so on. You can also create your own templates. For a complete listing of built-in templates, see Appendix B. For information on creating your own templates, see "Imposition settings" on page 6-1.

Both built-in templates and your own templates appear in the Template pop-up menu, which always contains at least one item, the Default Settings template. DocBuilder Pro applies this template when no other template is saved with a job; for example, the default template is always applied the first time a job is opened in the main window.

Template pop-up menu

You can apply a template by choosing its name from the Template pop-up menu, in the top-left corner of the main window. The new settings take effect immediately.

TO SAVE THE CURRENT SETTINGS AS A TEMPLATE:

You can save the current combination of Sheet, Layout, Scaling, and Finishing settings as a template.

NOTE: The Size setting of the Sheet menu cannot be saved.

1. **Click the save template icon to the right of the Template pop-up menu.**
2. **In the dialog box that appears, type a name for the template and click OK or press Enter.**

For more information on creating templates, see "Managing templates" on page 6-14.

Saving your work

To close the Imposition window, click the close box in the top-right corner.

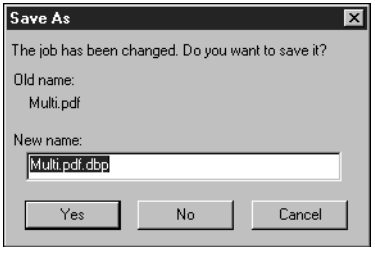
TO SAVE THE IMPOSED JOB:

1. **Click the close box in the top-right corner of the main window.**

Close box

If the job has changed since it was opened in the main window, you are prompted to save it.

2. **In the Save As dialog box, type a name for the job and its settings.**



3. **Click Yes.**

NOTE: In the Save As dialog box, the name of the original spooled source file appears with a new extension (.dbp) as the suggested name. If you mistakenly close the main window when you intend to keep working, click Cancel in the Save As dialog box. The original PostScript or PDF remains intact even after the converted file has been edited and saved in the Imposition window.

For more information on how files are saved to the ColorPASS, see "File management" on page 6-16.

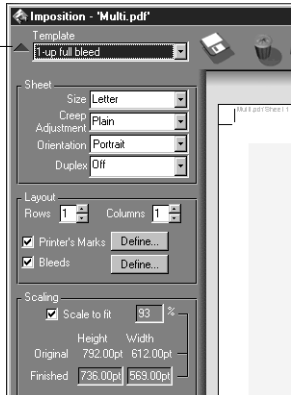
Chapter 6: Advanced Features of DocBuilder Pro

This chapter provides information about the advanced features of DocBuilder Pro. You can use Imposition settings to alter various aspects of a job and to create custom templates.

Imposition settings

Imposition settings apply only to the job currently displayed in the main window. Because these settings usually affect the job's printed layout, they are saved with the job and used whenever the job is opened. For example, as you open jobs that were saved with different layouts, you see the display change accordingly. Changes to imposition settings are applied to the current job immediately, but are not saved permanently until you save the job itself.

You can specify imposition settings using controls in the settings panel on the left side of the main window. The settings panel appears the first time you open the main window, but can also be hidden to make additional space for viewing an imposed job. To display or hide the settings panel, click the triangle next to the Template pop-up menu in the top-left corner of the window.



Click to view or hide the settings panel

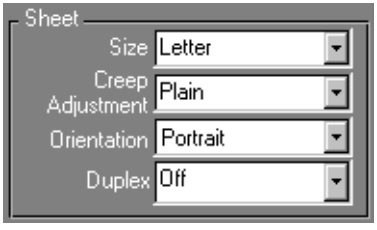
The icons to the right of the Template pop-up menu are also related to imposition settings; however these icons are always visible in the main window, even if you hide the settings panel. For information on these icons, see "Managing templates" on page 6-14.

NOTE: You can change the default unit of measure for all input fields in the Preferences dialog box of the Command WorkStation. You can also specify any unit of measure in any field that accepts input by suffixing one of the following abbreviations to the new value:

"i", "in," or the inch symbol (") specifies inches, for example: 8.5 i, 8.5 in, 8.5"
"mm" specifies millimeters, for example: 8.5 mm
"pt" or "pts" specifies points, for example: 8.5 pts

Sheet area

Sheet settings allow you to specify characteristics of the paper on which the job is to be printed, such as its dimensions, thickness, orientation, and whether it will be printed on one or both sides.



Because these settings affect virtually every other aspect of the imposition process, you should specify sheet settings immediately after opening a job in the main window. If necessary, you can change the settings later; the job is revised accordingly.

In general, experimentation with job settings does not cause permanent changes (or, potentially, loss of original job data) until the job is RIPped or saved with the new settings.

Size

You can select an item in the Size menu to specify the dimensions of the sheet and see the change reflected in the main window preview immediately. The Size popup menu includes items representing all page sizes defined by the currently selected print engine's PostScript printer description (PPD) file. To choose a custom size, enter the width and height of the custom page.

The sheet size setting also defines a sheet orientation; for example, a paper size of 8 x 10 indicates a portrait sheet orientation, while a paper size of 10 x 8 indicates a landscape sheet orientation. It is not necessary, however, to choose a sheet size based on the sheet orientation it determines. You can rotate the sheet display in the main window with the Orientation setting (described below).

NOTE: Sizes with an SEF prefix (for "short edge feed") also specify a landscape orientation for the sheet.

Creep Adjustment

You can choose either Plain or Thick from the Creep Adjustment menu to specify the thickness of the sheet. When saddle stitch binding is specified, DocBuilder Pro uses this value to compensate automatically for binder's creep (see "Shingling and creep" on page A-7).

NOTE: Even if you select Thick from the Creep Adjustment menu, your job will still print on Plain paper unless you have specified Thick paper in the job properties. For more information on changing the job properties from the Command WorkStation, see Chapter 3.

Orientation

Choose an item from this menu to specify the orientation of the sheet displayed in the main window. This setting does *not* affect the orientation of pages on the sheet (which is determined by the layout you specify) or the way in which sheets are fed through the copier. It affects only the angle at which you view sheets in the main window, allowing for optimal viewing regardless of the sheet size you specify. You can also perform custom rotations on any page in the main window. For more information, see "Rotating pages" on page 6-12.

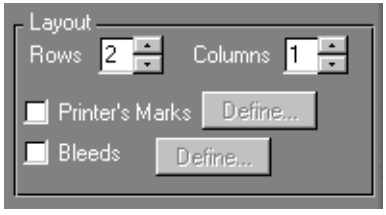
Duplex

You can use the Duplex menu to specify the relationship of content areas on opposing sides of a sheet. Specify On for duplex (two-sided) printing, Off for simplex (one-sided) printing, or Manual for duplex printing using the Stack Bypass tray. When you choose On, the job is printed as duplex using a Top-Top setting, meaning that the tops of pages on opposing sides of a sheet are located on the same edge (usually the preferred choice for imposed book layouts).

NOTE: Specifying Manual will automatically switch the Paper Source print option to SB (Stack Bypass) if SB-size Set at Copier was selected for the original pre-imposed file.

Layout area

A layout is a plan that specifies the number, ordering, and rotation of page images on the sheet. DocBuilder Pro supports layouts of up to 25 pages per sheet, in a matrix of up to 5 rows by 5 columns (50 pages duplex). All combinations of rows and columns allow gang printing; however, only certain layouts in the 5 x 5 matrix support imposition.



NOTE: If the number of pages in your job does not divide evenly into the number of rows and columns in the layout you select, you may see some sheets with blank spaces. The layout you select should correspond to the number of pages in your job.

Rows

Click the Rows up and down arrows to specify the number of rows in a layout. Or you can specify the number of rows in the layout by typing a value in the Rows box. Changes to the Rows value are reflected immediately in the main window, whether you are in layout or preview mode.

The Rows value interacts with the Columns and Scaling values. When you choose a value that causes content to extend beyond the edge of the sheet, DocBuilder Pro provides a visual warning. For more information, see “Clipping indicators” on page 6-7.

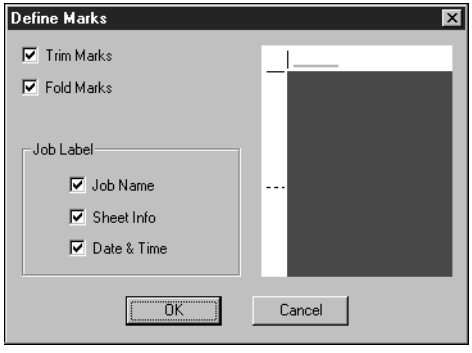
Columns

Click the Columns up and down arrows to specify the number of columns in a layout. Or you can specify the number of columns in the layout by typing a value in the Columns box. Changes to the Columns value are reflected immediately in the main window, whether you are in layout or preview mode.

The Columns value interacts with the Rows and Scaling values. When you choose a value that causes content to extend beyond the edge of the sheet, DocBuilder Pro provides a visual warning. For more information, see “Clipping indicators” on page 6-7.

Printer’s marks

Select Printer’s Marks to add trim, fold, and job information to all sheets in a job. Because the set of marks required varies according to the job, DocBuilder Pro allows you to define the set of printer’s marks displayed. For example, ganged up business cards do not require fold marks, while a 4 x 4 book layout requires them. To specify which marks are shown, choose options in the dialog box that the Define button displays.

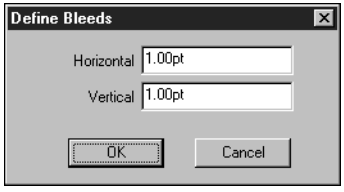


In this dialog box, you can enable or disable trim marks, fold marks, and the individual elements of the job label. The job label stores descriptive text used for the job name, sheet information, and date and time.

NOTE: Not all layouts will display all of the Printer's Marks. For example, if the layout you select does not require that the sheet be folded, fold marks will not be displayed even if you have selected them in the Define Marks dialog box.

Bleeds

Select Bleeds in the Layout area.When bleeds are enabled, marks are repositioned by the specified bleed amount. Because the bleed amounts required for each job vary, DocBuilder Pro allows you to specify both the horizontal and vertical bleeds in the Define Bleeds dialog box.

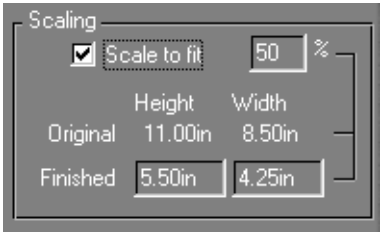


NOTE: The value entered for bleeds should be greater than 0.02.

Scaling area

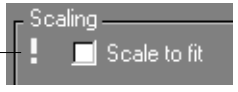
You can use the controls in the Scaling area to enlarge or shrink the page by a specified amount. The values in this area interact with each other based on the specified layout and page size. When you specify one or more values in the Scaling area, DocBuilder Pro calculates the others for you.

For example, when you specify a scaling percentage, DocBuilder Pro calculates the resulting finished page size and supplies appropriate height and width values in the Finished area. Conversely, if you specify the height and width of the finished page, DocBuilder Pro supplies the percentage by which the original page must be scaled to achieve that result.

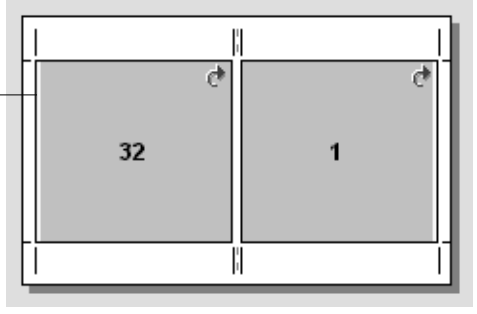


Clipping indicators

If you supply scaling values that would cause the page to print past the edge of the sheet, DocBuilder Pro provides a visual warning. When the window is in layout mode, any clipped page edge is highlighted in yellow. When the window is in preview mode, the clipping icon appears in the top-left corner of the Scaling area. In addition, the appearance of the page preview itself makes scaling problems obvious—content truncates at the edge of the preview sheet, just as it would on a printed sheet.



Clipping icon



Clipped page edge

Finished height and width

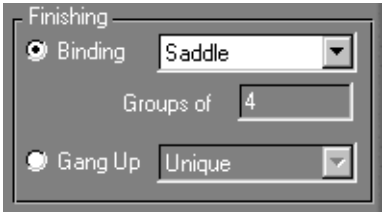
The Finished Height and Width fields display current values for the height and width of a scaled page. When you enter values for the height or width of the scaled page, DocBuilder Pro supplies calculated values for scaling, finished height, and finished width.

Scale to fit

When you select Scale to fit, DocBuilder Pro calculates the page size that fills the sheet without printing past its edge. DocBuilder Pro fills in the values for scaling, finished height, and finished width.

Finishing area

In the Finishing area, you can specify the binding method and compensate automatically for creep according to the grouping of signatures in the job and the way in which the job is to be bound.



Binding

To enable binding settings and disable gang printing, select Binding. When binding settings are enabled, you can click the Binding menu to specify Saddle, Perfect, or Nested Saddle as the binding method. DocBuilder Pro compensates automatically for binder's creep according to the specified binding method, the number of sheets in a group, the layout in use, and the size of the job.

Saddle—a group of folded sheets stitched or stapled on a common, centered fold line. Saddle-stitched binding is the most common type of binding, and is usually used for booklets.

Perfect—signatures folded and stacked for binding. The spine edges are trimmed and glued together.

Nested Saddle—combination of saddle and perfect binding methods. As with saddle stitch, pages are grouped together and stapled or stitched across a common center fold. The saddle groups are then stacked one on top of another and glued as with perfect binding. When imposing a book for nested saddle binding, you specify the number of sheets in each saddle; this number is called a **group**.

NOTE: If you have selected a layout with more than two columns or rows, the Binding selection will be unavailable. A layout with three or more columns or rows cannot be bound as a book or booklet because the pages must be cut from the sheet, not simply folded over.

Groups

You can type a whole number into the "Groups of" box to specify the number of signatures gathered together in each saddle when the book is bound. As the number of signatures in a saddle increases, the effect known as binder's creep becomes more prevalent. DocBuilder Pro shifts images on the page to compensate for creep automatically according to the value in the groups field, the value in the paper thickness field, the specified binding type and the ordering and orientation of pages specified by the current layout.

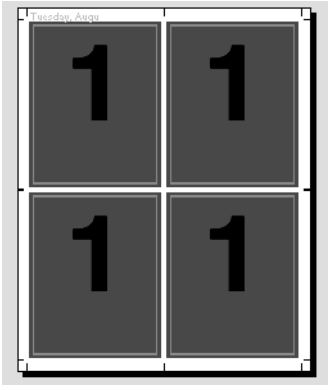
Gang Up

To enable gang printing and disable binding settings, select Gang Up. In gang printing mode, you place pages on the sheet in an arbitrary order for "collate and cut" finishing, rather than having DocBuilder Pro impose them in the order required by a particular binding method.

A collate and cut layout reorders pages in a manner that causes them to fall into easily-collated stacks when the sheets in the job are cut into individual pages. The use of such a layout may allow multiple small jobs to be printed on a single sheet; thus, gang printing is commonly used as a means of saving paper when printing small jobs on imaging devices that use large sheets.

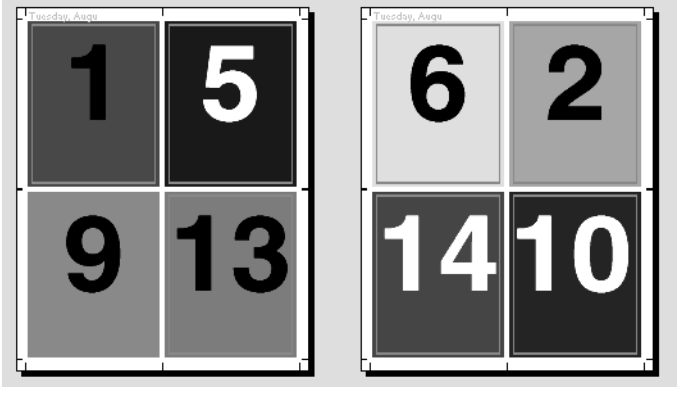
When gang printing is enabled, choose Repeat from the Gang Up menu to repeat the image of a page until the sheet is filled; for example, when printing both sides of a sheet, the front side of the first sheet is filled with images of page one, and the back side

is filled with images of page two; the front side of the second sheet is filled with images of page three, and the back side is filled with images of page four; and so on, until all pages in the job are imaged.



Documents laid out this way may tend to be collated more easily than when printed in another order. The Repeat option in this menu enables what is commonly known as "step-and-repeat" printing. Step-and-repeat is most often useful when printing multiple copies of a single document; for example, when printing business cards, you would print multiple copies of the same image to fill a larger sheet.

Conversely, Gang Up Unique is often more appropriate for printing single copies of a document. This option does not fully collate itself (collate and cut is necessary), but it optimizes the sheet size while limiting the run to a single copy.



To disable gang printing and enable binding settings, select the Binding setting. When gang printing is disabled, DocBuilder Pro imposes pages in the order defined by the current layout.

Modifying the layout manually

Whether you apply a predefined layout or specify custom settings, you can manually modify the job's layout by:

- Reordering pages
- Rotating pages
- Setting gutter sizes

To make any of these modifications, you must first select layout mode (see page 5-5).

NOTE: You should specify the Duplex setting before reordering or rotating pages.

Reordering pages in layout mode

When you impose a job, its pages are automatically arranged in a particular order according to the specified layout. Each page number in layout view represents the page from the source document that DocBuilder Pro images in a designated position on the finished sheet. However, if you want to reorder individual pages manually, you can do so in the main window. Use the following procedure to assign a different page to a particular location in the layout.

TO REORDER PAGES:

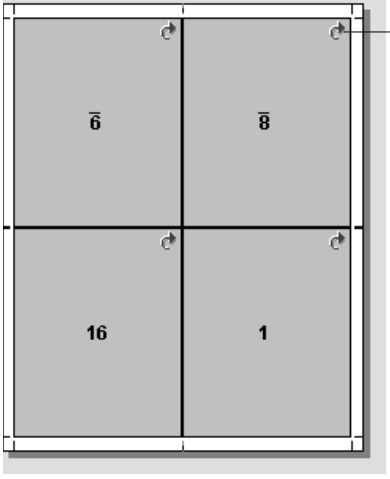
1. **Verify that layout mode is currently selected.**
2. **Select the location's current page number, type the new value, and press Enter, or press Tab to move to the next page in the layout.**

   You can add a blank cover page by typing 0 (zero) for any page number. Page 0 will be printed as a blank page if Duplex is set to On. If Duplex is set to Off or Manual, page 0 will not be printed.

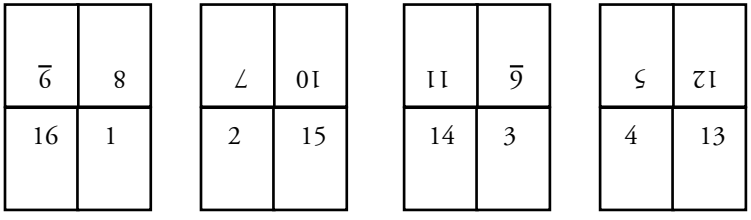
NOTE: When you use the procedure above to reorder pages, the page number which you type in overwrites the original. For example, if you typed page 3 in place of page 5, you will now have two of page 3 and none of page 5. Also, you cannot type in a page number that does not already exist in your job. For example, if your job has 10 pages, you cannot type in 12.

Rotating pages

You can manually rotate individual pages or sets of pages in the job. To do this, the job must be displayed in layout mode. Rotation is performed in 90° clockwise increments when you click the rotate icon in the upper-right corner of a page.



- To rotate a single page, click the rotate icon on that page.
- To rotate all pages in the job, press the Shift and Ctrl keys and click the rotate icon on any page.

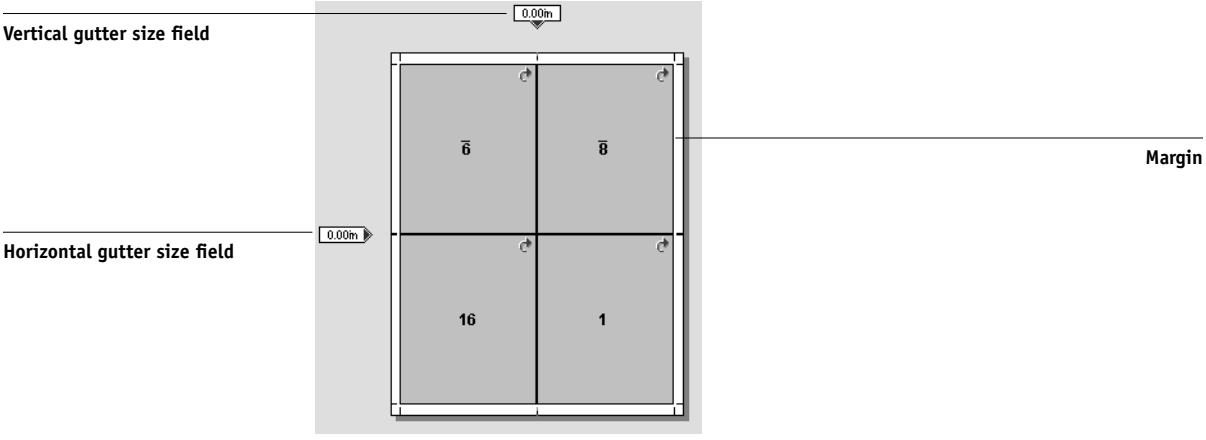


Sheet 1, front side **Sheet 1, back side** **Sheet 2, front side** **Sheet 2, back side**

- To rotate all pages in a certain location on the front side of each duplex sheet, press the Shift key and click the rotate icon on any page in that location on any sheet. For example, in the graphic above, if you press the Shift key and click the rotate icon on page 8, page 6 would rotate as well because they are both in the same location on the front side on the sheet.
- To rotate all pages in a certain location on the front and back sides of each duplex sheet, press the Ctrl key and click the rotate icon on any page in that location on any sheet. For example, in the graphic above, if you press the Ctrl key and click the rotate icon on page 1, pages 2, 3, and 4 would also rotate because they are in the same location on the front and back sides of the sheet.

Setting gutter sizes

DocBuilder Pro defines the locations of gutters for you according to the layout and sheet size governing the imposition of the job. In layout view, you can specify the size of a gutter by entering a value in its gutter size field and pressing Enter. For example, perfect-bound jobs typically require larger gutters than saddle stitch ones, in order to provide room for grinding off the spines and gluing signatures together when the book is bound.

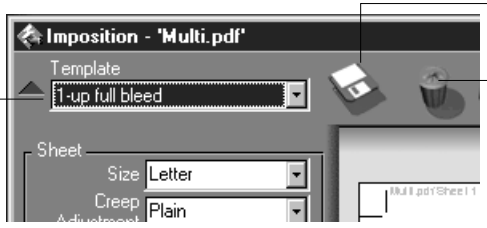


NOTE: The size and location of the margin (the area between the outside edge of a group of imposed pages and the edge of the sheet) is a function of layout and sheet settings. You cannot define custom margins.

Managing templates

You can name and save the current combination of Sheet, Layout, Scaling, and Finishing settings as a template.

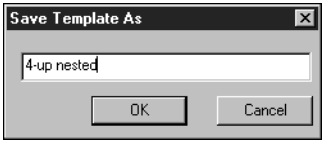
NOTE: The Size setting of the Sheet menu cannot be saved. You can use the Preferences item in the File menu to set the folder or directory in which the Command WorkStation saves templates. For more information, see Chapter 4.



TO SAVE IMPOSITION SETTINGS AS A TEMPLATE:

1. **Click the save template icon—the disk icon on the right side of the Template pop-up menu.**
2. **In the Save Template As dialog box, type a name for the settings file.**

   When saving a template, choose a descriptive name, such as "4-Up Nested Saddle" rather than something that won't provide as much information, like "My Settings." If you plan to use the same template for a particular document, name the template after the document type, for example, "Status Report."



3. **Click OK or press Enter.**

TO DELETE A SAVED TEMPLATE:

1. **Click the delete template icon—the trash can icon on the right side of the Template pop-up menu.**
2. **In the dialog box that appears, select the template to delete.**
3. **Click OK or press Enter to delete the specified template.**

Tips for using the Imposition feature of DocBuilder Pro

This section provides information that will help you get the most out of the Imposition feature of DocBuilder Pro.

DocBuilder Pro and Acrobat technology

DocBuilder Pro makes use of Adobe Acrobat technology to perform certain page-level operations. Keep the following tips in mind to ensure success:

- **Avoid the Touch-Up tool in Acrobat**

  If you need to use this tool on a source document, do so before opening the document in DocBuilder Pro. Do not use this tool on PDF files created by DocBuilder Pro, such as saved impositions, RIPped and held jobs, or printed jobs because the changes will not be saved to the server and will not be reflected in the printed output.

- **Adding a binding offset**

  You can set gutters on each page independently to allow extra room for binding. For more information, see “Setting gutter sizes” on page 6-13.

File management

An awareness of how DocBuilder Pro structures data can help you maintain the integrity of source documents and create interim copies of work in progress. This section describes the temporary files that DocBuilder Pro creates at various stages in the process of imposing a document, and suggests file-management techniques you can use to preserve your work.

When a workstation on the network prints a source document to the ColorPASS, the server creates a spool file containing the same kind of data (PostScript or PDF) that the workstation sent. The spool file simply records (for subsequent "playback" to a print engine) the image of every page in the print job, in the order the pages are to be printed. Unlike the source document, a spool file is quite literal in its record of the print job—if there are duplicate pages in the print job, the associated data is duplicated in the spool file as well. Thus, spool files tend to be significantly larger than the source documents they represent.

To maximize efficient use of server disk space, it is strongly recommended that spool files not be kept on the ColorPASS any longer than necessary. The Command WorkStation operator must delete spool files explicitly.

When you open a spool file in DocBuilder Pro, a temporary file in PDF format is created on the Command WorkStation hard disk. A PDF spool file is simply copied to the temporary file; however, when you open a PostScript spool file, DocBuilder Pro writes a PDF version of the PostScript data to the temporary file. The temporary PDF file resides on the Command WorkStation hard disk until you close or save the job.

When you close the job, the name of the original spooled source file appears with a new extension (.dbp) as the suggested name in the Save As dialog box. The original PostScript or PDF remains intact even after the converted file has been edited and saved in the Imposition window.

All operations that modify a job's data are performed on its temporary file or on associated imposition data. Page-level operations modify the temporary PDF file. DocBuilder Pro functions modify the imposition data associated with the temporary PDF file.

Saving imposed jobs

When you save an imposed job, DocBuilder Pro does two things:

- **If new data has been added to the temporary PDF file, it is written back to the ColorPASS under the name you specify in the Save As dialog box.**

  The default name that appears in the Save As dialog box is that of the original spool file with a new extension (.dbp). The original PostScript or PDF remains intact even after the converted file has been edited and saved in the Imposition window.

- **If imposition data has changed, the data is written back to the ColorPASS and associated with the new PDF.**

  Maintaining associated imposition data separately from the job's PDF data allows DocBuilder Pro to impose in-RIP without modifying the PDF data, and allows you to reuse PDF data that has been modified in the imposition process.

Chapter 7: Overview of Fiery WebTools

This chapter introduces Fiery WebTools and provides instructions on their use. For more information on certain Fiery WebTools you are referred to other chapters in this book and to other manuals in the documentation set.

Fiery WebTools

Fiery WebTools reside on the ColorPASS but can be accessed over the network from a variety of platforms. The ColorPASS has a home page that lets remote users view server functions and manipulate jobs.

NOTE: If the connection to the ColorPASS is not established, Fiery WebTools cannot be accessed.

Fiery WebTools can be used on Windows 95/98/Me/NT 4.0 and 2000 client computers with certain Internet browsers that support the Java language. For specific information on the browsers supported with Fiery WebTools, see *Getting Started*.

NOTE: Fiery WebTools are not supported on Mac OS computers.

Access privileges

The ColorPASS system allows the site administrator to choose and implement a level of access and control appropriate for your particular site. There is a spectrum of control which can be implemented; the levels of access allowed to remote users depend on whether the administrator has enabled use of Fiery WebTools, and whether or not a password is required to use the job management features of Fiery WebTools.

If you have been given the Operator password, you can manage job flow and override print settings of your jobs with Fiery WebSpooler. If not, you can still track the status of your jobs with the Status tool, and with Fiery WebSpooler as a Guest. Check with your site administrator for information on your Fiery WebTools access privileges.

Using Fiery WebTools

Fiery WebTools are accessed from the ColorPASS home page.

WebTool:	Summary:	For more information:
Status	Shows you the jobs currently processing and printing.	See the *Printing Guide*
WebSpooler	Allows you to view, manipulate, reorder, reprint, and delete jobs currently spooling, processing, or printing on the ColorPASS. It also allows you to view, print, and delete the Job Log.	See "Tracking and managing jobs with Fiery WebSpooler" on page 8-1
WebLink	Provides a link to another web page, provided you have a valid Internet connection. The WebLink destination is initially set to www.canon.com. The WebLink destination can be changed; this function requires the Administrator password, if one has been set.	See the *Printing Guide* and the *Configuration Guide*
Installer	Allows you to download the Fiery Link installer and ColorPASS printer file installers directly from the server.	See *Getting Started*

TO ACCESS FIERY WEBTOOLS:

1. **Launch your Internet browser application.**

2. **Enter the IP address or the DNS name of the ColorPASS.**

   Check with the operator or administrator for this information.

   The ColorPASS home page appears.

3. **Click one of the buttons at the left to select one of the Fiery WebTools.**

   Move the cursor over the buttons to display information about the selections.

Chapter 8: Fiery WebSpooler and Fiery Spooler

Fiery WebSpooler and Fiery Spooler duplicate many of the functions and features of the Command WorkStation. Each provides additional flexibility by allowing job tracking and management from multiple platforms over the Internet or an intranet.

NOTE: Fiery Spooler is available for Mac OS computers only.

- Fiery WebSpooler, one of the Fiery WebTools, is accessed with an Internet browser and the ColorPASS home page (see Chapter 7).
- Fiery Spooler is installed from the User Software CD. To use Fiery Spooler, users need only a network connection to the ColorPASS.

The interface of Fiery Spooler for Mac OS computers is virtually identical to that of Fiery WebSpooler. Moreover, the interfaces of these tools are so similar to that of the Command WorkStation that this chapter often refers you to Chapters 3 and 4 (on the Command WorkStation) for information about icons and commands that is common to all three tools.

Tracking and managing jobs with Fiery WebSpooler

You can use Fiery WebSpooler (and Fiery Spooler for Mac OS) to perform the following functions from your workstation:

- Override current job option settings
- Delete jobs and cancel processing
- Duplicate or rename jobs
- RIP a job and hold the raster data
- Hold jobs in the spooled area or the RIPped area
- Remove raster data from RIPped files
- Change the priority of jobs
- Edit and merge raster data jobs (DocBuilder)
- Display, print, or delete the Job Log

Most of these functions require the Administrator or Operator password. However, even without a password, you can log in to Fiery WebSpooler as Guest with view-only privileges.

NOTE: Most Fiery WebSpooler commands function identically to those of the Command WorkStation. For more information on specific commands, see Chapters 3 and 4.

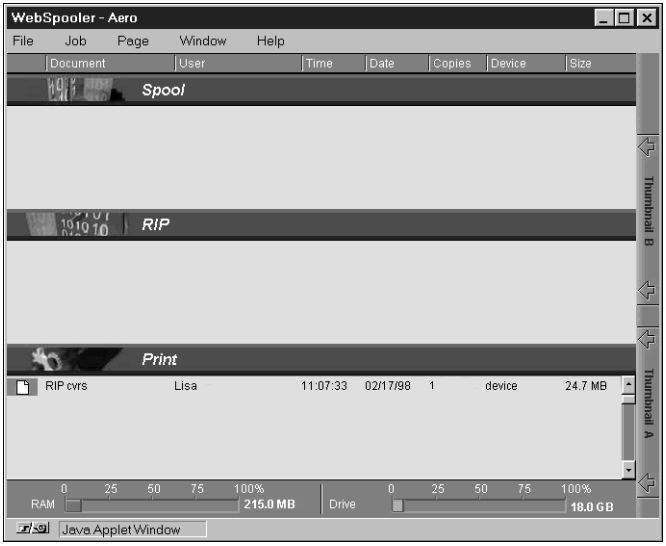
TO ACCESS THE FIERY WEBSPOOLER WINDOW:

1. **From the ColorPASS home page window, click WebSpooler.**

   For instructions on how to access the ColorPASS home page window, see page 7-3.

2. **To log in as Administrator, enter the Administrator password and click OK.**
   To log in as Operator, enter the Operator password and click OK.
   To log in as Guest, click OK, without entering any password.

   The Fiery WebSpooler window appears in a new browser window.



About the Fiery WebSpooler window

Like the Command WorkStation, Fiery WebSpooler is a window to view ColorPASS and copier functions, and an interface from which you can control those functions.

The Fiery WebSpooler window is divided into three areas by Spool, RIP, and Print status bars. When the ColorPASS receives print jobs, the Fiery WebSpooler window becomes a dynamic display, filled with the names of jobs and their characteristics.

The Spool, RIP, and Print areas of the Fiery WebSpooler window represent the stages of printing a job. Jobs come in at the top level (Spool) and drop down to the Print level, unless they are held along the way.

The job icons displayed in the Fiery WebSpooler window are explained in "Job icons" on page 3-20.

NOTE: In the Fiery WebSpooler window, the background color for the yellow and white printer icons is the same.

Spooled jobs—Jobs listed in the area below the Spool status bar are PostScript files stored on the ColorPASS disk. These jobs were sent to either the Print queue (white icons) or the Hold queue (yellow icons).

RIPped jobs—Jobs listed in the area below the RIP status bar are ready to print. They have already been rasterized (RIPped, or processed for printing) and are waiting, in order, for access to the printer. Rasterized jobs can also be held; held jobs are shown with a yellow icon.

Printed jobs—Jobs listed in the area below the Print status bar have already been printed. Printed jobs can be stored on the ColorPASS disk. The number of jobs that can be stored (from 1 to 99) is defined in Setup.

If you are logged in as Administrator or Operator, you can interact with a job wherever it appears in the window by selecting it and choosing a command from the Job menu, or by double-clicking the job and setting override options. See "Manipulating job options and job flow" on page 8-4 for information.

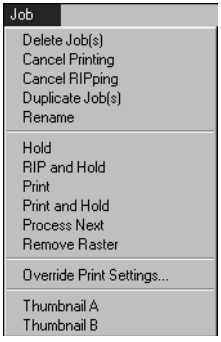
Errors—Jobs with an error are shown in red. To display the error, double-click the job line. Note that you cannot check the job properties or hold a job with an error.

NOTE: If your job does not appear anywhere in the Fiery WebSpooler window, it may have already been printed; if so, it will appear in the Job Log. To view the Job Log, choose Show Job Log from the Window menu. (For more information on the Job Log, see page 8-9.)

If the job does not appear in the Job Log, it may have been moved to the Archive window by the operator. The Archive window cannot be viewed with Fiery WebSpooler; you must contact the operator or look at the Command WorkStation display to check this.

Manipulating job options and job flow

Using the commands in the Job menu, you can alter the destinations, priorities and other characteristics of jobs that appear in the Fiery WebSpooler window.



To understand the effect each of these commands has on a job, you need to understand the way the ColorPASS handles PostScript and raster data, and how jobs are activated or held in the various stages of processing. See Chapter 3 for this background information before manipulating jobs with Fiery WebSpooler. Also, the commands in

the Fiery WebSpooler Job menu have identical counterparts on the Command WorkStation. For background and information about these commands, see Chapters 3 and 4.

Choose this command from the Job menu:	To do this:	Raster data is:
Delete Job(s)	Delete the job(s) from the list	Deleted
Cancel Printing	Cancel the currently printing job	Deleted
Cancel RIPping	Cancel the currently processing job	Deleted
Duplicate Job(s)	Duplicate one or more selected PostScript data jobs in the Spool or Print areas (creates a reference to the original job, with the same name)	n/a (The Duplicate command is not available for raster jobs)
Rename	Rename the job (PostScript file with or without raster)	Unaffected, but associated with the new name **NOTE:** If the renamed job is printed, the Job Log reflects the job's original name.
Hold	Hold the job in the current place (except for a printed job, which is moved to the Spool or RIP area)	Held in RIP area indefinitely, if included with job
RIP and Hold	RIP the job and hold it in the RIP area	Held in RIP area indefinitely
Print	Print the job in its turn (RIP it first if it does not have raster data). Keep the printed job in the Print area until the job limit is reached	Temporarily held in RAM until memory is needed for another job
Print and Hold (like the PPD option Save Fast Reprint)	Print the job in its turn (RIP it first if it does not have raster data) After printing, hold the PostScript data and the raster in the RIP area	Held in the RIP area indefinitely (saved to disk)
Process Next	Give top priority to this job Print the job (or RIP and print) as soon as the processor and copier are free, before other waiting jobs	Held in RAM after printing (can be selected in the Print area while it remains there), or Held in RIP area (saved to disk) if destination was RIP and Hold
Remove Raster	Remove the raster from a job that has raster data; leave the PostScript job in place	Deleted

Choose this command from the Job menu:	To do this:	Raster data is:
Override Print Settings	Change the print options for the job (see page 8-6)	Deleted and regenerated, if the newly selected options require reRIPping, or reprinted with the new settings, if none require reRIPping
Thumbnail A	Open the selected *held* raster data job in the Thumbnail A window where you can view a full-screen preview of the job, edit the job, or merge it with raster data from other jobs	Changed if job is edited, unaffected if job is only viewed
Thumbnail B	Open the selected raster data job (not necessarily a held job) in the Thumbnail B window for viewing or for merging into a job in the Thumbnail A window	Unchanged

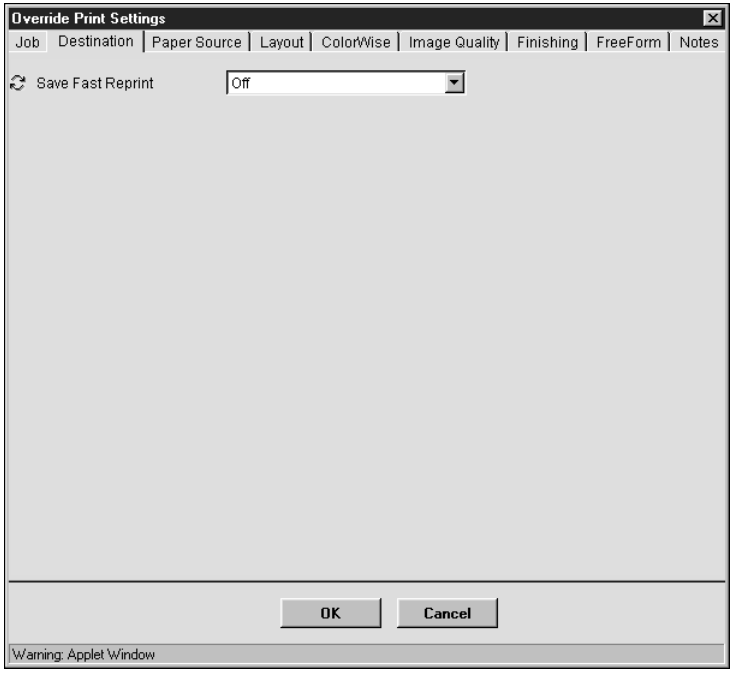
Overriding job option settings

To change the job options of a job, double-click the job line or select the job and choose Override Print Settings from the Job menu. If necessary, scroll down to see all the various job options.

For PostScript files, you cannot override the Orientation option.

For PDF files printed using Fiery Downloader, you cannot override the following print options:

- Orientation
- Remove White PPT Background
- Spot Color Matching



NOTE: For some options, changing the setting requires that the job be reRIPped; these options show an icon to the left of the option name.

The options you set here are the same ones you set from the Print dialog box when you print from an application. For information about setting and overriding these print options, see the *Printing Guide*.

Thumbnails and full-screen previews (DocBuilder)

Like the Command WorkStation, Fiery WebSpooler includes a powerful DocBuilder tool that allows you to preview and edit raster data. DocBuilder consists of two thumbnail windows and several page-manipulation commands (listed in the Page menu). The DocBuilder tool can be used in the following ways:

- In the Thumbnail A window, you can see thumbnails of the currently printing job, as it is processed, or of any raster data job.
- From the Thumbnail A window you can open a full-screen preview of a raster file.
- Using the Thumbnail A and Thumbnail B windows together, you can merge raster data from more than one file, even if the files were printed from different applications on different computer platforms.

DocBuilder's merge features eliminate the limitations of particular software applications. You can merge raster pages of documents of different types, and even different computer operating systems. You can merge color pages from graphics programs with text pages from a word processor.

NOTE: In cases where multiple users are connected to the ColorPASS via Fiery WebSpooler and/or the Command WorkStation, and one user makes changes to a Thumbnail A job, not all users may see the results of those changes. If you are unable to view changes in a job, or if selecting a Thumbnail window results in a message indicating zero pages, then close and relaunch Fiery WebSpooler or the Command WorkStation.

DocBuilder differences in Fiery WebSpooler

The DocBuilder tool in Fiery WebSpooler functions almost identically to that in the Command WorkStation. For detailed information on using DocBuilder, see Chapters 3 and 4 (for instructions on editing and merging raster files, see "Merging PostScript and raster files with DocBuilder Pro" on page 4-15). Though the interfaces are almost identical, there are some feature differences:

- You cannot scroll through the pages in Thumbnail A or Thumbnail B by dragging the slider bar at the bottom of the screen.
- Thumbnail A right-click commands are not available; instead click on a page to select it, and either click the appropriate button in the Thumbnail A window or choose the appropriate command from the Page menu.

- Page icons and arrows do not appear when moving page(s) from Thumbnail B to Thumbnail A. Instead, a blue outline appears around a Thumbnail A page that is to be replaced; and a blue bar appears adjacent to or between Thumbnail A page(s) to indicate where the Thumbnail B page(s) are to be inserted.
- The full-screen preview window has a status bar (the Command WorkStation does not), the "X" button used to close the full-screen preview is in a different location, there are no page advance arrows, and there is no rotate button.
- The Ctrl-Z keyboard shortcut for the Undo command is not available. To undo one or more DocBuilder commands, choose Undo from the Page menu.

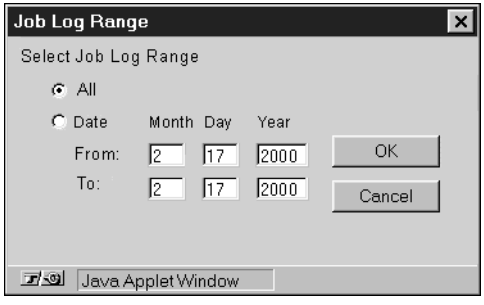
Using the Job Log

From Fiery WebSpooler, you can view and print a log of all jobs printed by the ColorPASS, including jobs downloaded with Fiery Downloader.

NOTE: If you logged in as Administrator, you can delete the Job Log from Fiery WebSpooler (see page 8-11). The Job Log is not available if you logged in as Guest.

TO DISPLAY, UPDATE, PRINT, DELETE, AND SAVE THE JOB LOG:

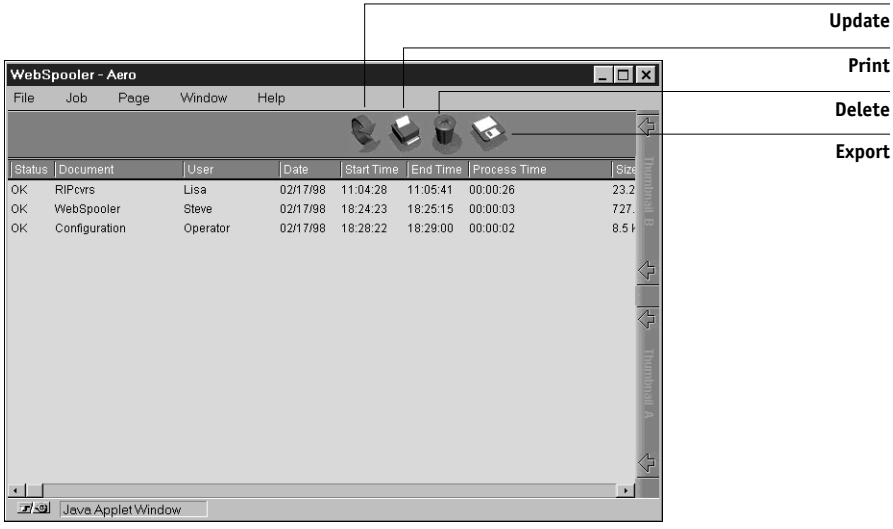
1. **Choose Show Job Log from the Fiery WebSpooler Window menu.**
2. **Click All or specify a date range.**



3. **Click OK.**

The Job Log appears in a new browser window.

NOTE: The Delete button appears only if you logged in as Administrator.



The Job Log displays each job and the following information: status, document name, user name, date, start time, end time, process time, page description language, file size, device, paper size, media, number of originals, number of color pages, number of black-and-white pages, total number of pages, and Notes.

The Status column provides the following information about jobs:

OK	The job was printed normally.
ERROR	An error occurred during processing or printing.
CANCEL	The job was canceled before printing was completed.

4. **To update the Job Log, click the Update button.**

5. **To print the Job Log, choose Print Job Log from the File menu or click the Print button.**

   The information displayed in the Job Log window prints to the current ColorPASS. When you print the Job Log, totals are printed for all appropriate columns.

6. **If you logged in as Administrator, you can choose Delete Job Log from the File menu or click the Delete button to clear the Job Log.**

   The system administrator can also print and clear the Job Log from the Control Panel.

7. **To save the Job Log, choose Export Job Log from the File menu or click the Export button.**

8. **In the File name area, enter a name for the Job Log file (the default name is Fiery Job Log.txt).**

9. **Browse to the location where you want to save the file, and click Save.**

   The Job Log is saved as a text file, and the Job Log window reappears.

   You can view the information in any application that can read a text file. Items are separated by tabs.

   To return to the job list, choose Show Job List from the Window menu.

Fiery Spooler for Mac OS computers

For Mac OS, the Fiery Spooler interface is almost identical to that of Fiery WebSpooler (see "Differences between Fiery Spooler for Mac OS and Fiery WebSpooler" on page 8-13), and both interfaces are very similar to the job management interface of the Command WorkStation. For details on the icons and commands in Fiery Spooler (and Fiery WebSpooler) see Chapters 3 and 4.

TO LAUNCH FIERY SPOOLER ON A MAC OS COMPUTER:

1. **Double-click the Fiery Spooler icon.**

2. **Select the ColorPASS in the Chooser window that appears.**

   For information on setting up the connection to the server, see *Getting Started*.

3. **Click OK.**

The Fiery Spooler main window appears.

For information on using Fiery Spooler for Mac OS computers, see "Tracking and managing jobs with Fiery WebSpooler" on page 8-1 and Chapters 3 and 4.

Differences between Fiery Spooler for Mac OS and Fiery WebSpooler

Though the interfaces for both Fiery Spooler for Mac OS and Fiery WebSpooler are almost identical, there are some feature differences.

Connecting to a different ColorPASS

With Fiery Spooler, you can connect to a different ColorPASS from within the application using the following procedure.

TO CONNECT TO A DIFFERENT COLORPASS:

1. **Choose Open Fiery from the File menu.**
2. **Select the ColorPASS in the Chooser window that appears.**

   For information on setting up the connection to the server, see *Getting Started*.
3. **Click OK.**

   The Fiery Spooler main window appears.

Appendix A: Basics of Imposition

This chapter introduces the basic concepts of imposition and can be used as an introductory tutorial for imposing a document that will be printed as a book or booklet. For more detailed information on the Imposition main window and its components, see Chapter 5, "Using Imposition."

Printing books with the Imposition feature of DocBuilder Pro

This section describes the process of transforming an application-specific file into a bound book; along the way, concepts and terminology are introduced to help you take advantage of all the features of DocBuilder Pro.

Print engines that image documents on standard letter- or legal-sized paper at high speeds are common in office environments. Although the image quality and output efficiency of such devices is adequate for correspondence and office memos, they cannot image jobs with complex document layouts, or those that require higher resolution or a large number of copies.

Until recently, the only way around these limitations was to use traditional printing systems to **impose** your document—that is, to arrange its pages in the correct order and orientation for printing and a variety of binding styles. You might have used a service bureau to access high-volume, high-resolution color printers. Today Fiery technology teamed up with digital color print engines makes it cost-effective to produce short-run, fully-imposed (also called "ganged-up") documents.

Basics of imposition layout

Commercial offset printers and web presses use wide rolls of paper and large printing plates capable of imaging numerous pages on a single sheet. For example, it is common for such printers to image up to 32 full-size pages on a single press sheet, a process inherently faster than printing a single page at a time. DocBuilder Pro lets you image multiple pages on a single sheet, but the output devices it supports are digital color print engines, rather than traditional printing presses; in this manual the paper on which a job is imaged is referred to as the sheet.

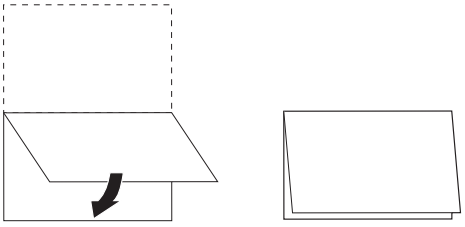
The printed sheet is subsequently folded into something resembling a booklet having connected pages. The folded sheet is called a signature, which is then trimmed to the finished size.

For pages to appear in normal reading order and position in the final booklet, their ordering and positioning on the sheet must differ from the normal book-reading order. You can demonstrate this for yourself using an ordinary sheet of paper.

MODELING AN EIGHT-PAGE BOOKLET:

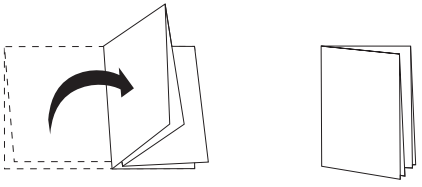
1. **Fold the paper in half horizontally.**

   Fold the top edge of the sheet down to meet the bottom edge.



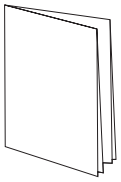
2. **Fold the paper again vertically.**

   Fold the left edge of the sheet over to the right edge. Now you have a miniature version of a signature.



3. **Position the signature with the vertically folded edge to the left and the horizontally folded edges across the top.**

   The paper should now resemble a small eight-page booklet (with the tops of pages joined at the fold).

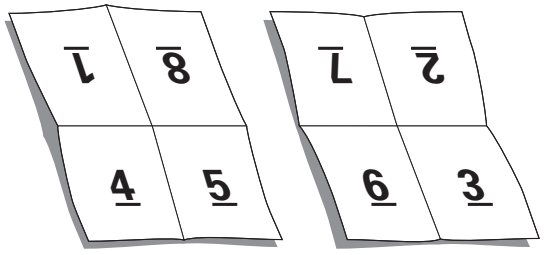


4. **Page through the booklet as if you were reading it, and number each page sequentially.**

   Don't forget to number the front and back of each page—in general books have content on both sides of each page. The front cover of the booklet should be page 1 and the back cover of the booklet should be page 8. You can also underline each number to highlight the page orientation.

   NOTE: Printing on both sides of the sheet is called duplex printing; printing on only one side of the sheet is called simplex printing. Not all print engines support duplex printing; and of those that do, variations in implementation exist. DocBuilder Pro supports duplex printing that corresponds to the print options of the output device.

   When you unfold the signature, the page numbering should look something like the following illustration.



Notice that:

- The folds subdivide the sheet into areas representing pages in the final booklet.
- Page numbers do not appear in book-reading order.
- Some page numbers are upside down.

Some pages must be printed upside down on the sheet in order for them to appear right-side up in the final booklet, and pages must also be printed out of numerical sequence on the sheet in order for them to appear in numerical sequence in the final booklet.

This process of folding paper and numbering pages to approximate the finished piece is called making a folding model, and it's a common first step in planning a print job. The folding model provides valuable information about page placement, which you can use to create a plan, or sketch, of how pages are placed on the sheet. This plan is called a layout.

DocBuilder Pro frees you from the tedious and error-prone process of creating accurate physical models of the imposed book in order to lay out pages. With DocBuilder Pro, you simply open the source file to be imposed and specify how many rows and columns of pages to image on a sheet. DocBuilder Pro simplifies this process even further by providing predefined layouts for common impositions such as booklets and brochures. You can also save your own custom layouts for easy reuse.

Printer's marks

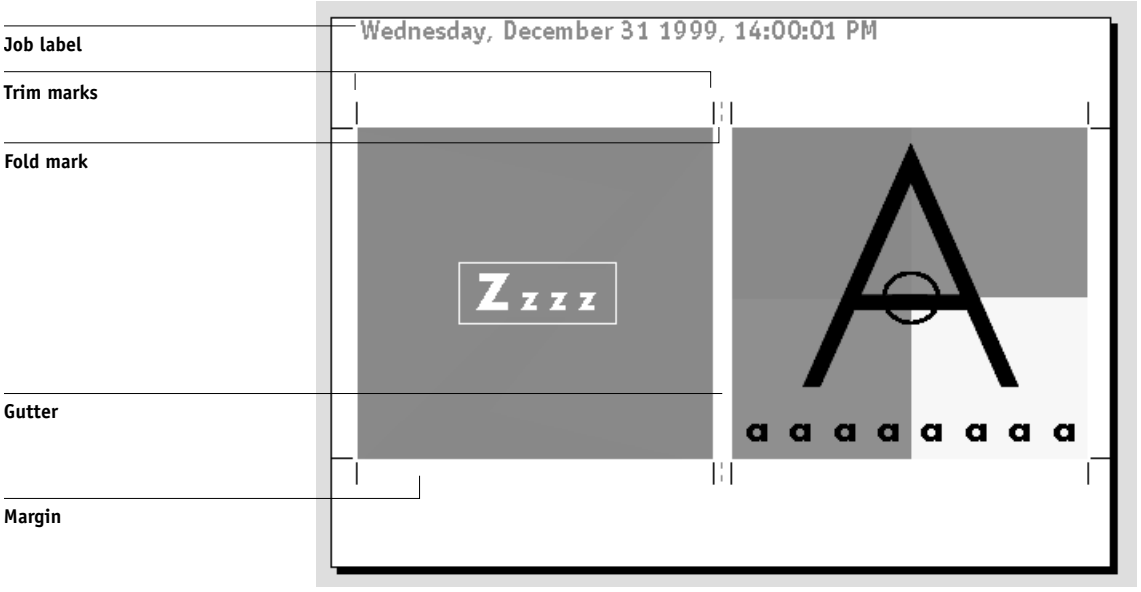
In addition to specifying the placement of pages on a sheet, the layout also specifies how the finished sheet will be cut and folded. For example, the layout specifies whether the large finished sheet is folded and cut to create a booklet, or simply folded (and not cut) like a map.

A DocBuilder Pro layout designates the location of folds, cuts, and other special elements by means of special markings called printer's marks, which appear on the printed sheet outside the main content area of the job.

- The job label comprises descriptive text such as the name of the job, a sheet identifier, and the date and time the sheet was printed.

- The location of a fold is defined by a dotted line called a fold mark; similarly, the location of a cut is defined by a solid line called a trim mark.
- Specialized marks also define the size and locations of margins (space surrounding the page's content area), gutters (space between pages), and bleeds (extensions of content beyond a trim mark; used to ensure that printed area extends to the very edge of a trimmed page).

DocBuilder Pro makes it easy to set up gutters and specify a set of printer's marks to image on the finished sheet as illustrated below.



Additional sheets

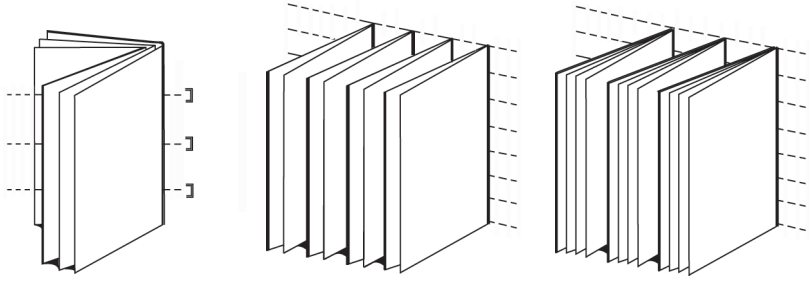
A book layout must also adjust the placement of pages according to the total number of pages in the job. For example, a book is often composed of more pages than can be printed on a single sheet. When the number of pages in the book is a multiple of the number of pages on a sheet, the same layout plan is used to place pages on additional sheets until all of the pages in the book are printed. However, if the total page count is not an even multiple of the number of pages in the layout, one signature may be laid out to accommodate the discrepancy.

For example, if your layout places 8 pages on a sheet and the total page count in the book is 12, one of its signatures holds only 4 content pages, with the rest of the space on the sheet blank. If you don't want blank pages in the middle of the finished book, insert blank pages intentionally, for example after cover page, after table of contents, or between chapters. To insert blank pages, open the job in the Thumbnail A window, right click on the page you want to add blank to (or pull down on Page menu) and select insert blank page.

DocBuilder Pro lets you add blank pages or add, delete, and rearrange pages from multiple source documents easily, so you can quickly preview the results of page manipulations.

Binding methods

A book layout also specifies the means by which sheets are gathered and bound. Stitching or stapling finished pages across a common center fold, or spine, is called saddle stitch binding and the stitched pages are called a saddle. Multiple folded sheets can be stitched into the same saddle as a group. Stacking signatures, grinding the spines off, and then gluing them together is called perfect binding. You can combine saddle stitch and perfect binding methods by stacking two or more groups one on top of another on a common fold line and gluing them together; this is called a nested saddle.



Saddle **Perfect** **Nested Saddle**

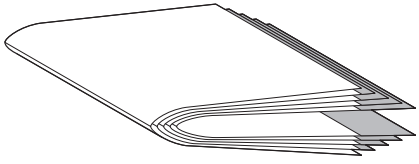
The binding method to be used affects the order in which pages are placed on the sheet; for example, the page ordering used to perfect bind a book must be different from that used to saddle stitch the same job. Thus, the layout must also specify the method by which the finished job will be bound.

The choice of a binding method is determined by the job's size, complexity, and budget. Saddle stitch binding is very cost-efficient, but is more suitable for small booklets than for large jobs. (A rule of thumb says that saddle stitch binding works best for booklets or brochures with a maximum of 88 pages.) Conversely, perfect binding is more expensive but more suitable for larger jobs.

DocBuilder Pro reorders imposed pages automatically according to your choice of binding method, which can save a significant amount of time and effort. Consider, for example, what must be done when a book that was to be saddle stitched exceeds the bindery's maximum page count and must be reimposed as a perfect-bound book. To redo the imposition by traditional means would be labor-intensive; with DocBuilder Pro, it takes only moments.

Shingling and creep

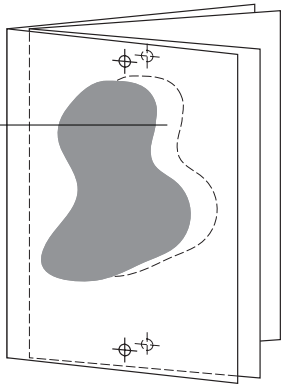
All books and brochures use a sheet that is folded to create separate page areas. Because the sheet itself has some thickness, each fold causes a very small incremental shift in the location of the edge of each page relative to the others. The result is that the edges of pages furthest from the saddle's innermost fold seem to move away from the edges of pages closest to the innermost fold. As the number of pages in the saddle increases, so does the amount of this shift, which is known as shingling. To counteract the effects of shingling (illustrated in an exaggerated manner below), the bindery trims the edges of the finished book to a common edge.



Shingling

Trimming the bound pages resolves only half of the problem, however—as the edges of pages move, so do the content areas imaged on them. The apparent shift of content area caused by folding a sheet multiple times is known as creep or binder's creep. The effect of creep is that the content area of pages closer to the innermost fold in a saddle appear to move towards the outer margins of the page.

Creep becomes more noticeable as the number of groups in a saddle increases, and its effect is most noticeable on pages farthest from the center fold of the saddle. Consequently, a book layout must also specify the number of groups in each saddle because the number of groups in each saddle affects the amount of creep needs to be accounted for.

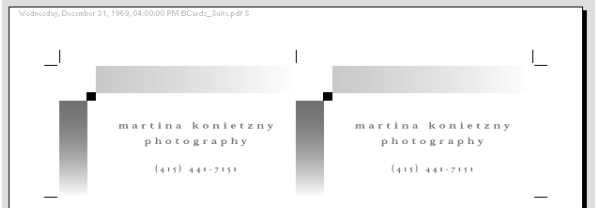


Creep

Compensating for creep is tedious, exacting work which DocBuilder Pro does for you automatically when you change any aspect of the imposed job that is affected by creep.

Gang-up printing

It's clear that a layout is essential to define the elements of complex print jobs such as booklets and books, but it can also be useful for smaller jobs. Consider, for example, how you might approach the task of printing business cards. It is slow, wasteful, and expensive to print a single business card per sheet, when you can repeat the image of the business card until the entire sheet is filled. This printing technique is known as Gang Up Repeat because the image is repeated in each page area, or step, on the sheet. After printing, the sheet is cut apart to produce individual cards.



Gang Up Repeat layout

This job can be made even more efficient by eliminating the gutters between cards, allowing you to reduce significantly the number of cuts required to separate each card from its neighbor. Defining zero-width gutters on a shared cut line in this manner is called using a common blade for those cuts.

If you need to print business cards for several different clients, you could perform a Gang Up Repeat printing job for each, but you might still wind up wasting paper and time if the jobs don't fit easily into a simple multiple of sheets. A more efficient approach is to print several jobs on a single sheet, and then print that sheet as many times as required. The technique of printing multiple jobs on the same sheet is known as Gang Up Unique. DocBuilder Pro provides both Gang Up Repeat and Gang Up Unique.

Gang Up Unique layout

Appendix B: Templates

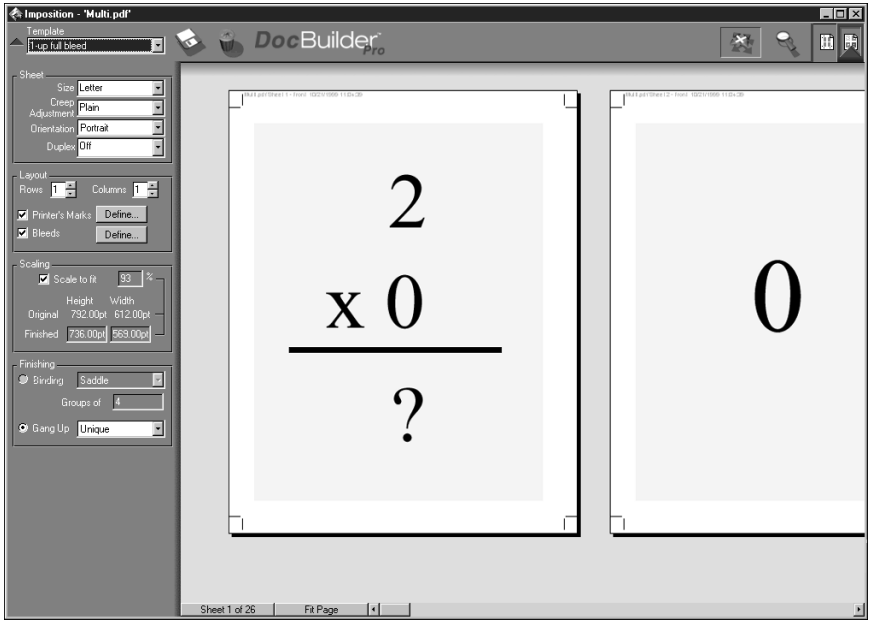
This appendix gives descriptions of the built-in templates that DocBuilder Pro provides.

1-Up Full Bleed

The 1-Up Full Bleed layout is used to print one page per sheet. The printer's marks show where to cut the paper so that the color content extends to the edge of the paper.

The following settings are applied for this layout:

- Bleeds
- Printer's Marks (trim marks and job label only)
- Scale to Fit
- Gang Up Unique



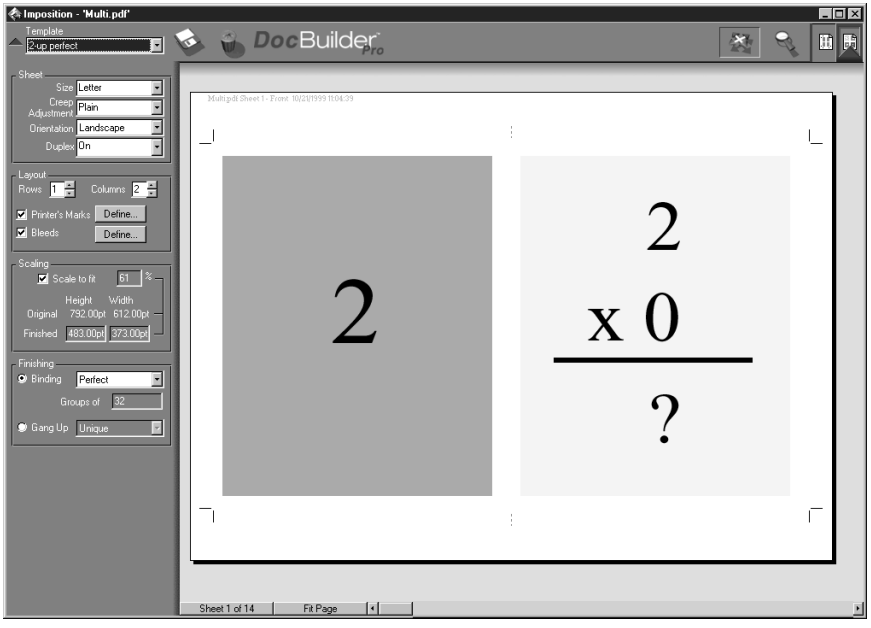
There are no page number restrictions for the 1-Up Full Bleed layout.

2-Up Perfect

The 2-Up Perfect layout is used to create signatures for a perfect bound book. Each sheet is folded once and stacked on top of one another. For more information on binding methods, see page A-6.

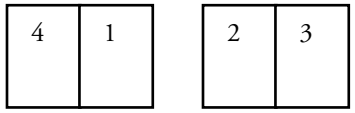
The following settings are applied for this layout:

- Duplex
- Bleeds
- Printer's Marks (fold marks, trim marks, and job label)
- Scale to Fit
- Binding Perfect



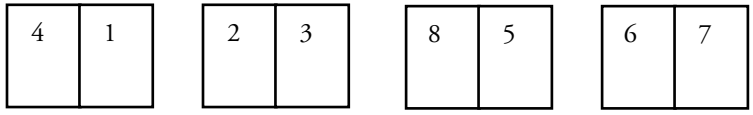
The 2-Up Perfect layout should be used with jobs that have multiples of four pages, but it can be used with jobs that have any number of pages. Additional blank pages will be added if necessary. Pages will be ordered in groups of four so that when folded each sheet will have four sequential pages. For example:

- 4 pages



Sheet 1, front side **Sheet 1, back side**

- 8 pages



Sheet 1, front side **Sheet 1, back side** **Sheet 2, front side** **Sheet 2, back side**

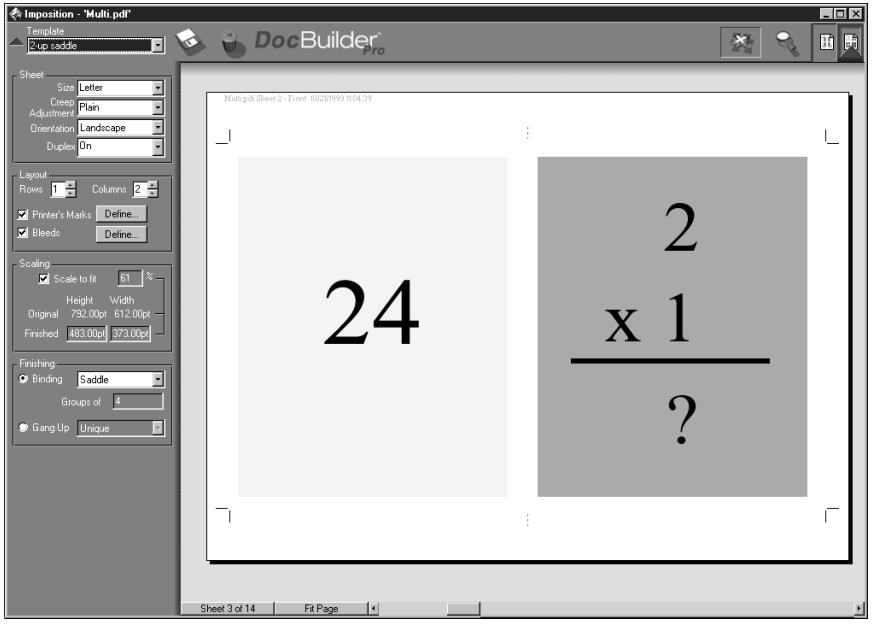
NOTE: The Creep Adjustment option has no effect on this template.

2-Up Saddle

The 2-Up Saddle layout is used to create signatures for a saddle bound book. All of the sheets are folded together, one inside the other. For more information on binding methods, see page A-6.

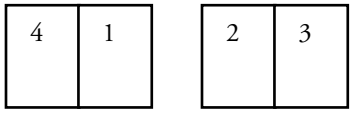
The following settings are applied for this layout:

- Duplex
- Bleeds
- Printer's Marks (fold marks, trim marks, and job label)
- Scale to Fit
- Binding Saddle



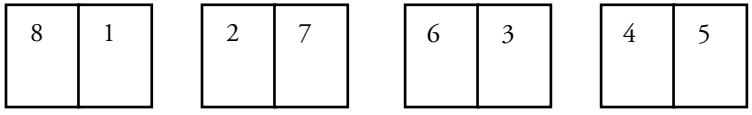
The 2-Up Saddle layout should be used with jobs that have multiples of four pages, but it can be used with jobs that have any number of pages. Additional blank pages will be added if necessary. Pages will be ordered so that when sheets are folded and stitched together into signatures, the pages will be sequential. For example:

- 4 pages



Sheet 1, front side **Sheet 1, back side**

- 8 pages



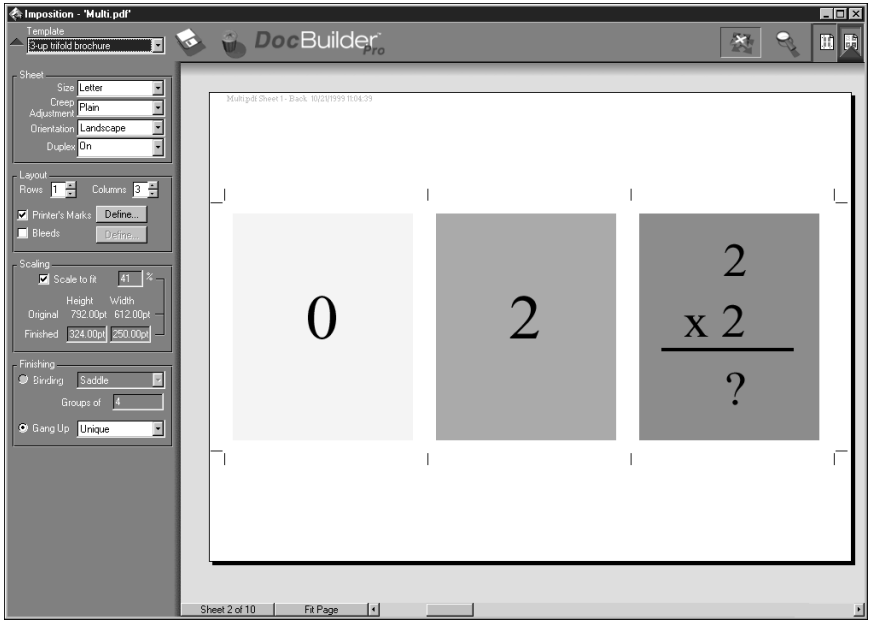
Sheet 1, front side **Sheet 1, back side** **Sheet 2, front side** **Sheet 2, back side**

3-Up Trifold Brochure

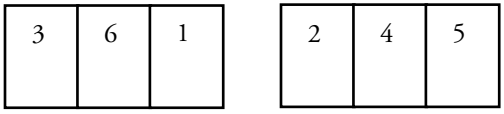
The 3-Up Trifold Brochure layout consists of a single sheet folded into three sections. Although the three sections are the same width, the space between each section varies so that the leftmost panel can be folded over the other two panels.

The following settings are applied for this layout:

- Duplex
- Printer's Marks (trim marks and job label only)
- Scale to Fit
- Gang Up Unique



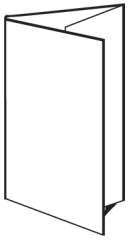
The 3-Up Trifold Brochure layout can be used only with jobs that have six pages. If the job contains more or less than six pages, an error message will appear. The pages will be ordered as follows:



Sheet 1, front side

Sheet 1, back side

The 3 Up Trifold Brochure is usually folded as illustrated below.

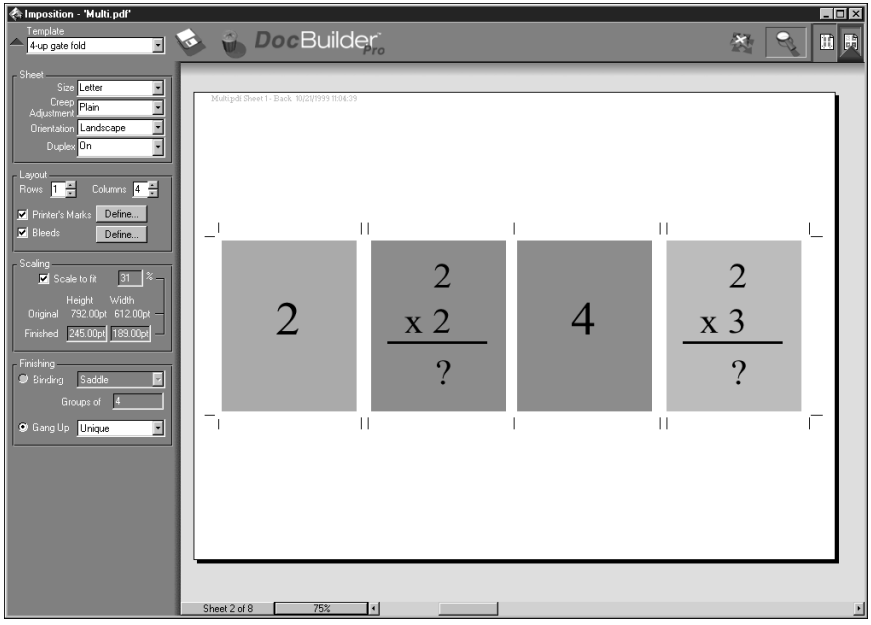


4-Up Gate Fold

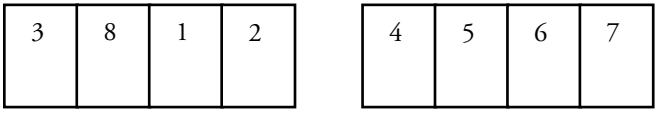
The 4-Up Gate Fold layout is used most often in the case of a four panel brochure. The finished brochure unfolds to double and then four times the original size.

The following settings are applied for this layout:

- Duplex
- Printer's Marks (trim marks and job label only)
- Scale to Fit
- Gang Up Unique



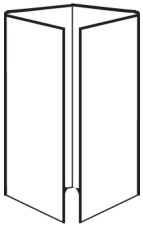
The 4-Up Gate Fold layout can be used only with jobs that have eight pages. If the job contains more or less than eight pages, an error message will appear. The pages will be ordered as follows:



Sheet 1, front side

Sheet 1, back side

The 4-Up Gate Fold is usually folded as illustrated below.

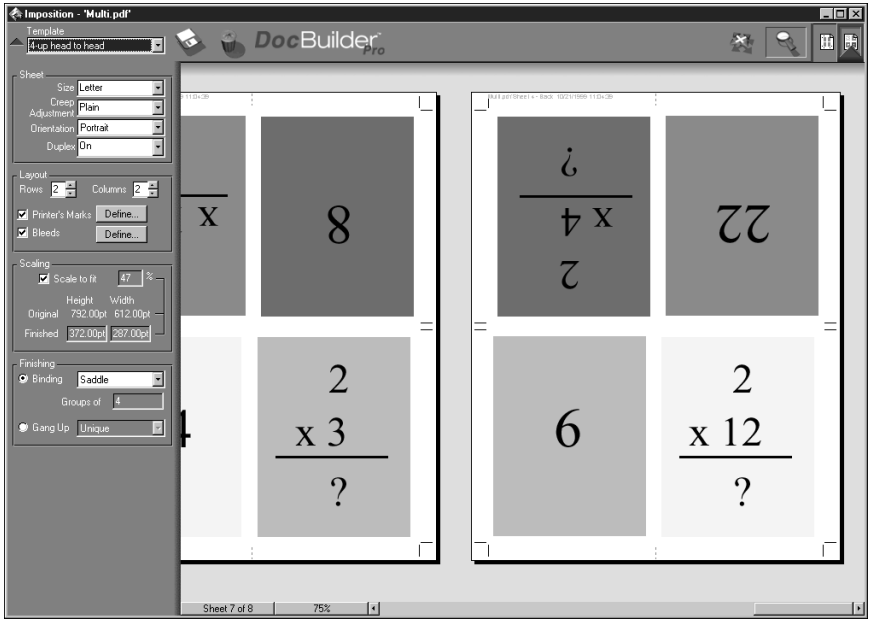


4-Up Head to Head

The 4-Up Head to Head layout is used to create booklets from a layout of four pages on each side of the printed sheet. By rotating the two topmost pages, the signature can be folded both horizontally and vertically, and trimmed. The finished booklet will have all pages in the correct order and rotation.

The following settings are applied for this layout:

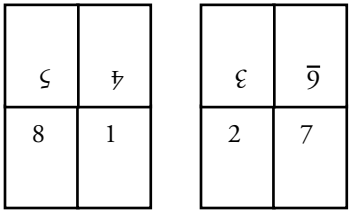
- Duplex
- Bleeds
- Printer's Marks (fold marks, trim marks, and job label)
- Scale to Fit
- Binding Saddle



The 4-Up Head to Head layout should be used with jobs that have multiples of eight pages, but it can be used with jobs that have any number of pages. Additional blank pages will be added if necessary. Pages will be ordered so that when sheets are folded

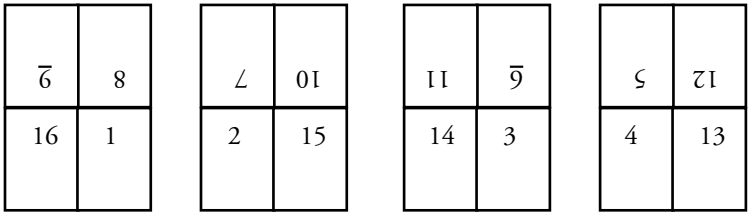
with two folds at ninety degrees, trimmed, and stitched together into signatures, the pages will be sequential. Note that although this layout requires two folds, the template applies a fold mark on the spine fold only. For example:

- 8 pages



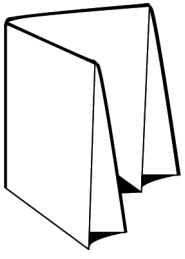
Sheet 1, front side **Sheet 1, back side**

- 16 pages



Sheet 1, front side **Sheet 1, back side** **Sheet 2, front side** **Sheet 2, back side**

The 4-Up Head to Head is usually folded as illustrated below.

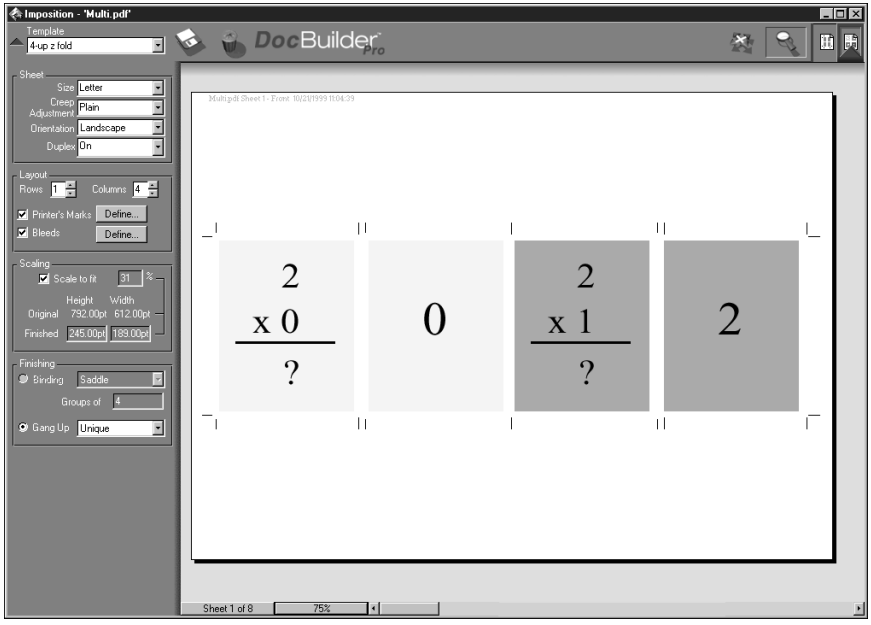


4-Up Z-Fold

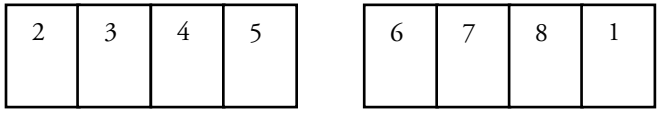
The 4-Up Z-Fold layout allows many panels to be folded on top of one another without stressing the folded spine. The most common example is a road map.

The following settings are applied for this layout:

- Duplex
- Printer's Marks (trim marks and job label only)
- Scale to Fit
- Gang Up Unique



The 4-Up Z-Fold layout can be used only with jobs that have eight pages. If the job contains more or less than eight pages, an error message will appear. The pages will be ordered as follows:



Sheet 1, front side

Sheet 1, back side

The 4-Up Z-Fold is usually folded as illustrated below.

Appendix C: Troubleshooting

This section lists error messages you might see, and provides some troubleshooting guidelines should a problem arise with the ColorPASS or the Command WorkStation. If you are unable to resolve a problem after referring to this chapter, contact your authorized service/support center.

Error messages

Error messages can result from problems with the print job, the ColorPASS, the Command WorkStation, or the copier. Some of the most common error conditions are listed here.

A copier error message sometimes remains displayed on the Command WorkStation even after you have resolved the error. A time lag in communicating the resolution of the error to the Command WorkStation may lead you to believe the error has not been resolved. However, printing will resume and the Command WorkStation display will be updated after a short delay.

When an error interferes with printing, you will see a message at the Command WorkStation. The status bar that displays the message indicates the process where the error occurred. Following are the messages (listed in alphabetical order), with the appropriate corrective action for each one. You can cancel the pending print job while you attend to the error condition. A few normal status messages are included in this list in case they cause concern.

ColorPASS message:	Corrective action/additional information:
Cannot proceed because DocBuilder Pro dongle was not found	A dongle is required to use DocBuilder Pro. Check the connection between the dongle and the ColorPASS. The ColorPASS will not operate until the dongle is properly connected.

ColorPASS message:	Corrective action/additional information:
Change heavy setting on the copier panel	To print on heavy paper media with the copier, you must register the drawer containing transparencies on the copier touch panel display. To register, press the Additional Functions key on the copier button panel, and then press <media> Feed Location on the copier touch panel display, select the drawer, and press OK. If you want to send plain paper jobs to that drawer later, you need to reset the drawer on the copier. Press the Additional Functions key, press <media> Feed Location, and then press Cancel Registration. If you fail to do this, the next plain paper job sent to that drawer displays the error message "Load __ in __" because the drawer is still registered for the specific media. The message stays up until you reset the drawer.
Change thin setting on the copier	To print on thin paper media with the copier, you must register the drawer containing thin paper on the copier touch panel display. To register, press the Additional Functions key on the copier button panel, and then press <media> Feed Location on the copier touch panel display, select the drawer, and press OK. If you want to send plain paper jobs to that drawer later, you need to reset the drawer on the copier. Press the Additional Functions key, press <media> Feed Location, and then press Cancel Registration. If you fail to do this, the next plain paper job sent to that drawer displays the error message "Load __ in __" because the drawer is still registered for the specific media. The message stays up until you reset the drawer.
Change trans. Setting on the copier	To print on transparency paper media with the copier, you must register the drawer containing transparencies on the copier touch panel display. To register, press the Additional Functions key on the copier button panel, and then press <media> Feed Location on the copier touch panel display, select the drawer, and press OK. If you want to send plain paper jobs to that drawer later, you need to reset the drawer on the copier. Press the Additional Functions key, press <media> Feed Location, and then press Cancel Registration. If you fail to do this, the next plain paper job sent to that drawer displays the error message "Load __ in __" because the drawer is still registered for the specific media. The message stays up until you reset the drawer.

ColorPASS message:	Corrective action/additional information:
Check power & cable	There is a problem with the print engine power or cable connection. First check to make sure that the print engine is turned on. There may also be a problem with the cable connection between the ColorPASS and the print engine. Make sure that the cable has not come loose. The ColorPASS will resume printing when the cable is securely connected to both the ColorPASS and the print engine.
Copier adjustments. Warming up . . .	This is a normal status message. The print engine is making adjustments. It will be ready for printing in a few minutes.
Copier busy	The ColorPASS has received a print job, but the copier is busy. The job will print when the copier resumes printing.
Copier error	An error occurred with the print engine.
Copier error: service required	The system has detected an error that requires a service call. Before calling for service, power cycle the copier and the ColorPASS. If that does not resolve the error, call your authorized service representative. Only the service representative can clear this type of error.
Copier offline	The Suspend Printing option has been selected from the Functions menu. Press Resume Printing in the Functions menu to reconnect the ColorPASS to the copier.
Cover open	One of the covers on the copier is open. Close the cover to resume printing.
DF Alarm	There is an alarm in the DF(Document Feeder) unit.
DF Error	The DH unit is down or there is an error in the DF (Document Feeder) unit.
DF JAM	There is a document jam in the DF(Document Feeder) unit.
DF Open	The DF unit is open or the cover of DF(Document Feeder) unit is open.

ColorPASS message:	Corrective action/additional information:
Disk full	The ColorPASS disk is almost full. In this state, a new job can only be printed when the oldest printed job is deleted. This is not an efficient way to print, and may lead to delays and printing errors, so you should delete unneeded jobs from the Hold areas in the Queues window (yellow job rows) and held jobs in the Archive window. Also delete unneeded fonts. If these do not work, you can use the Clear Server command.
Finisher Alarm	There is an alarm in the finisher unit.
Finisher Jam	There is a paper jam in the finisher or buffer pass unit.
Finisher Open	The finisher or buffer pass unit is disconnected from the copier, or the cover of the finisher or buffer pass unit is open.
ID mode	This message is displayed if your model requires that you enter a security code.
Idle	This is a normal status message (LCD is solid green). The ColorPASS is idle, waiting for the next job.
Invalid print job	The job that you sent could not be printed. Check the print option settings before sending the job again.
Load staples	The copier's stapler is out of staples. The ColorPASS will resume printing when staples have been added.
Load ___ extra heavy in __	The copier is not loaded with the extra heavy paper size specified. The ColorPASS will print when the copier is loaded with the required paper in the specified drawer.
Load ___ heavy paper in __	The copier is not loaded with the heavy paper size specified. The ColorPASS will print when the copier is loaded with the required paper in the specified drawer.
Load ___ in manual feed	The copier's Stack Bypass drawer is not loaded with the paper size or type specified. The ColorPASS will print when the Stack Bypass drawer is loaded with the required paper.
Load ___ paper in __	The copier is not loaded with the paper size specified. The ColorPASS will print when the copier is loaded with the required paper in the specified drawer.

ColorPASS message:	Corrective action/additional information:
Load ___ spec-1 in __	The copier is not loaded with the special paper size specified. The ColorPASS will print when the copier is loaded with the required paper in the specified drawer.
Load ___ spec-2 in __	The copier is not loaded with the special paper size specified. The ColorPASS will print when the copier is loaded with the required paper in the specified drawer.
Load ___ trans in __	The copier is not loaded with the transparency size specified. The ColorPASS will print when the copier is loaded with the required paper in the specified drawer.
No Finisher	A printed option selected requires the copier finisher, but there is no finisher attached to the copier.
No fuser oil	The copier does not have any fuser oil. Printing will resume when you add fuser oil.
No key	This message is displayed if your model requires that you use a key.
No key cntr	This message is displayed if the card required to use the key is missing.
No Paper Deck	A printed option selected requires the Paper Deck-K21 or Paper Deck-J1, but there is no paper deck attached to the finisher.
No printer	The copier is unavailable. See the copier console for instructions.
No Reverse unit	A print option selected requires the reverse unit, but there is no reverse unti attached to the finisher.
No sorter	The copier's sorter is unavailable. See the copier console for instructions.
No stapler	The copier's stapler is unavailable. See the copier console for instructions.
No toner	The toner for one of the colors has run out. Refer to the copier display to determine which toner color is empty. If more than one toner needs to be added, press and hold the Stop icon on the copier for additional information.
Page limitation over for Booklet	Pages of a Booklet job exceed the maximum capacity.

ColorPASS message:	Corrective action/additional information:
Paper Deck size mismatch	The paper size set to the paper deck does not match the size required for the print job.
Paper jam	There is a paper jam in the copier. Open the copier doors and check the locations indicated on the copier display. The ColorPASS will resume printing when you have cleared the paper jam and closed the copier doors. **NOTE:** If a paper jam occurs when Duplex is sent to Manual, the message will be displayed on the ColorPASS Control Panel or the Command WorkStation or Fiery Link window for about five seconds and the screen returns to Idle.
Place printed pages face down in MF drawer	The copier is in the process of manual duplexing. Place the printed pages face down in the Manual Feed drawer to continue printing.
Power saving mode	The copier is in Power Saving Mode. You must wait for the copier to warm up before you can print.
Remove paper in sort bin	The sorter is full. You must remove the paper in the sorter before starting printing or continuing the job.
Sorter jam	The copier's sorter is jammed. The ColorPASS will resume printing when the jam is cleared.
Sorter open	The copier's sorter unit is in use—possibly someone is removing paper from the sort bins. Printing will proceed when the sorter unit is not being used.
Stack curl over	This message is displayed when the duplex sort job has too much toner and may not sort correctly.
Standby mode	The copier is in standby mode.
Staple curl over	This message is displayed when the staple job has too much toner and may not staple or sort correctly.
Staple jam	The copier's stapler unit is jammed. The ColorPASS will resume printing when the jam is cleared.
Staple request rejected	The copier is unable to staple the job which you requested stapled.
Stapler Sorter Error	There is an error in the stapler sorter unit.

ColorPASS message:	Corrective action/additional information:
Too much paper for stapling	The job which you requested stapled is too large. The job will not be stapled.
Unknown error	An error occurred with the print engine.
Warming Up . . .	This is a normal status message. The print engine is powering up. It will be ready for printing in a few minutes.

Maintaining optimal system performance

The ColorPASS does not require maintenance. Beyond the routine requirements of servicing and maintaining the print engine and replenishing consumables there are a few things you can do to improve the overall performance of your system:

- Reduce unnecessary two-way communication.

  If users notice that the server is frequently too busy to receive jobs, it may be because several users are running utilities that are updated often. Large numbers of remote users running Fiery Downloader or Fiery WebTools may have a significant effect on ColorPASS performance.

- Schedule the printing workload by checking job ticket information before printing. Print jobs with the same output and paper specifications together to minimize paper changes. Also, print routine jobs while you prepare to print jobs with special instructions or special media.

- Reduce unnecessary server connections at the Command WorkStation. If you use a second or third ColorPASS server on an occasional basis, performance will be improved if you log off when you are not using it.

- Avoid printing with the server Disk full warning.

  If you see this warning, delete jobs from the Queues or Archive windows that have been held for a long time and are not likely to be needed. Avoid this condition by deleting old jobs on a regular basis. The date associated with a job is the original date it was sent. As a last resort, you can use the Clear Server or the Clear command.

Troubleshooting

In case of problems, and before you call for service, check the guidelines in this section. If you are unable to resolve the problem, make a note of the error condition and contact your authorized service/support center.

Command WorkStation hangs

If the Command WorkStation windows do not update, try clicking the Log in/out slider and logging out, and then exiting the Command WorkStation. Restart the Command WorkStation application or restart the computer.

If the Command WorkStation windows do not update, or no jobs are displayed, and the mouse has no effect (you cannot select a job or a window, use a right mouse command, or select a menu item) the ColorPASS is down or communication over the network has failed.

To force an exit from the Command WorkStation application, press Ctrl-Alt-Delete, and with the Command WorkStation selected, click End Task. At the ColorPASS, disconnect and reconnect the network cable, and try printing a Test Page or Configuration page. If that fails, reboot the server.

If the ColorPASS Control Panel does not respond to the Menu button, press the Reset button, turn off the server and turn it on again. When it reaches Idle, restart the Command WorkStation application.

Command WorkStation fails to connect to a ColorPASS

If a remote Command WorkStation cannot connect to a server that was connected previously, you may need to reconfigure the connection.

1. **If you can, choose Exit from the Command WorkStation File menu.**

2. **In the C:\Windows folder, find the Efinl.ini file and move it out of the C:\Windows folder to another folder.**

   If the Efinl.ini file contains a limited amount of configuration information that is easily recreated (i.e., information for only one or two servers), you can delete the file altogether. A new Efinl.ini file will be created in the C:\Windows folder when you reconfigure the connection.

   If the Efinl.ini file contains configuration information for several servers, or information that is not readily recreated, keep the Efinl.ini file as a backup.

3. **Print a Configuration page.**

   You will use the information on this page to configure the connection to the server.

4. **Launch the Command WorkStation application.**

5. **When you are prompted to configure a server connection, click OK.**

   Use the instructions in *Getting Started* to configure the connection.

6. **If you still cannot connect to the ColorPASS, the administrator should reinstall Command WorkStation software.**

   See *Getting Started* for details.

Unexpected printing results

If this happens:	This is the problem:
A cover page is not printed when you reprint a saved raster job.	The cover page identifies the originator of the job and the time the job was sent. Time stamp and user information on the cover page of a reprinted job are not meaningful.
The job settings are not carried out as you expected.	If the user printed from Mac OS, there may be two conflicting print settings. You can check the job properties by double-clicking the job. See the *Printing Guide* for a table of job properties and conflicting properties. Notify the users of these conflicts so they can avoid them in the future. If you expected the settings you see in the Properties window, be aware that the Copies field does not currently reflect user settings, and that Page Range and Scale percent are All and 100%, respectively, unless they were changed after being sent for printing.
The job doesn't print.	Some printing errors may be displayed in the Print status bar. When the job is in the Printed queue, jobs that had a PostScript error are displayed in a light red job row. Double-click anywhere in the row to see the error message.
There are font errors.	If user-specified fonts that are not resident on the ColorPASS are not printing correctly in PostScript files that are downloaded by users, request that they embed the fonts in the PostScript file or print directly from their application. When users print from their applications, if special fonts are not downloaded automatically, they should be downloaded directly to the ColorPASS with Fiery Downloader. This can be done by the user or by the operator, provided the Direct connection is enabled. For information about Fiery Downloader, see the *Printing Guide*.

Clearing the server

Clearing the server is an Administrator option that can be used as a last resort if a job persists in the system and prevents printing despite attempts to cancel or delete it. Clearing the server deletes all jobs currently saved on the server in any queue, all locally archived jobs, and all FreeForm master jobs. It also clears the Job Log, the index of archived jobs, and the index of FreeForm masters.

Before clearing the server, export the Job Log if you haven't recorded the information in it. If you can, notify users that you will clear their jobs from the server so they can back them up and resend them when the server is back in operation.

You can clear the server from the Control Panel (see page 1-6) or by using the Clear command from the Command WorkStation (see page 3-12).

Users are unable to connect to the copier

If users are unable to connect to the copier, or are unable to find the copier from their workstations, the network administrator may need to troubleshoot their network connections, and check settings on the servers they use for printing. If settings have changed, it may be necessary to reconfigure the ColorPASS.

For example, if print servers or print queues on a Novell server are renamed or deleted, or if accounts or permissions are changed, the ColorPASS administrator may have to edit settings or enter new settings in IPX (Novell) Setup to reflect the new configuration.

If users cannot connect to the copier with Fiery Downloader from Windows 95/98/NT 4.0/Me or 2000, you may need to reconfigure the utility's connection to the server. See *Getting Started* for details.

Mac OS users may fail to see the copier if a network administrator has assigned it to a different zone, or has added zones where previously there were none.

If you have configured the ColorPASS and set up client computers and network servers according to guidelines in the *Configuration Guide* and *Getting Started*, try printing a Test Page (at the Command WorkStation, choose Print Pages from the File menu).

If you are able to print the test page but still can't print a file from a remote computer, contact the system administrator to troubleshoot the network connection.

If you are unable to connect, and you *cannot* print the Test Page, check the copier's touch panel display.

If this happens:	Try this:
It displays a diagnostic or error message.	Take the appropriate corrective action, as described in the copier manual or in the section "Error messages" on page C-1.
The display is completely blank.	Check the copier's Standby function. If the copier is in Standby mode, press the Standby key to see any messages on the display.
The copier is not in Standby mode.	The copier's Automatic Power-Off function may have shut down the copier. Turn the copier on, and then try printing a Test Page again when the copier has warmed up.
You still cannot print a Test Page.	Make a copy. If you can make a copy, restart the ColorPASS, and when you see Idle on the status line of the ColorPASS display, try printing a Test Page again. If the Test Page still fails to print, contact your authorized service/support center.

Setup error messages

For information on Setup error messages, see the *Configuration Guide*.

AutoCal error messages

AutoCal error messages can result from problems during the AutoCal procedure.

ColorPASS message:	Additional information:
Error 5	The calibration file cannot be opened.
Error 6	The calibration file was not read correctly.
Error 8	The measurement page did not scan properly, either because it is crooked or the data is corrupted.
Error 11	The color strips on the measurement page are inconsistent.
Error 12	The copier model being used is not supported.
Error 20	The measurement page cannot be scanned because the dots per inch (dpi) are incorrect.
Error 102	The grayscale strip is crooked or is positioned incorrectly.
Error 103	The grayscale strip is positioned too far to the left or to the right of the measurement page.
Error 104	The grayscale strip is positioned too far above the measurement page.
Error 111	The grayscale strip could not be found; either reposition the strip correctly or position it vertically.

Index

A

About command 3-13
access
  levels xviii, 3-7
  restricting xvii
Acrobat, touch-up tool problems 6-15
active jobs 3-20
activity light
  Control Panel 1-2
  FieryBar 2-2
adjusting columns (Queues window) 3-16
Administrator password xviii, 1-7, 3-1, 3-7
Adobe Photoshop, *see* Photoshop
Alert Status screen 1-3
Align Paper Trays 3-12
animation, *see* status bars
applying templates 5-9
Archive command 3-11, 3-26, 4-31
archived jobs, filtering 3-28
Archive window
  adjusting column width 3-29, 3-31
  changing displayed headers 3-28
  deleting held jobs C-7
  exporting job list 3-29
  features 3-28, 3-29
  Filter 3-37
  job icons 3-27
  routing jobs 3-28
  sorting jobs 3-28
archiving a job 3-19, 3-26

B

binder's creep
  compensating for automatically 6-8
  effects A-7
  groups 6-9
  sheet thickness 6-3
binding offset 6-15
binding options 6-8
binding styles
  nested saddle 6-9, A-6
  perfect 6-8, A-6
  saddle stitch 6-8, A-6
bleeds 6-6, A-5
broken LCD xviii
buttons, Control Panel 1-2

C

calibration from the Control Panel 1-6
Cancel Job
  from the Control Panel during printing 1-3
  from the Control Panel during RIPping 1-3
Cancel Print command, on FieryBar 2-3
Cancel Printing command
  from Command WorkStation 3-12, 4-11
  from Fiery WebSpooler 8-5
Cancel RIP command, on FieryBar 2-3
Cancel RIPping command
  from Command WorkStation 3-12, 4-11
  from Fiery WebSpooler 8-5
Change (Administrator) Password option 1-8
Clear command
  archived jobs 3-27, C-11
  FreeForm master jobs 3-30
  from Command WorkStation 3-12, 4-38
  Job Log 3-35
Clear Job Log command 3-12

Clear Server command
archived jobs 3-27
FreeForm master jobs 3-30
from Control Panel 1-6
Job Log 3-35
on FieryBar 2-3
clipping icon 6-4, 6-7
clipping indicators
layout mode 6-7
preview mode 6-7
clipping views 6-7
collate and cut finishing 6-9
Color Charts 1-5, 4-7
Color Setup option 1-8
ColorWise Pro Tools command, on FieryBar 2-3
column width, adjusting 3-15
Command WorkStation
Archive window 3-27
command on FieryBar 2-3
display, described 3-8
FreeForm window 3-29
introduction to 3-1
Job Log window 3-35
logging in to server 3-6
main window, parts of 3-8
menus 3-10
starting 3-4
troubleshooting C-9
Configuration page
printing from the Command WorkStation 4-6
printing from the Control Panel 1-5
connection to server, configuring 3-5
Control Panel
activity light 1-2, 1-4
buttons 1-2
down button 1-2
Functions menu 1-5
line selection buttons 1-2
Menu button 1-2
status screens 1-3
up button 1-2
Control Panel map
printing from the Command WorkStation 4-7
printing from the Control Panel 1-5
Create Master option 4-24
creep
compensating for automatically 6-8
effects A-7
groups 6-9
sheet thickness 6-3
customizing printer settings 3-10
custom templates 6-14

D

date 6-5
Default Settings template 5-9
Define Marks dialog box 6-5
Delete (job) command 3-10
Delete (page) command 3-12
Delete command 3-24, 4-17
Delete Job command (Fiery WebSpooler) 8-5
Delete Template icon 6-15
deleting print jobs 3-10
differences
between DocBuilder for Fiery WebSpooler and for the CommandWorkStation 8-8
between Fiery Spooler for Mac OS and Fiery WebSpooler 8-13
Direct connection 3-21, 4-28, C-10
disk space used 3-15
display window 1-3

DocBuilder
Delete command 4-17
Duplicate command 4-17
editing options 4-17
Imposition feature 5-1
Insert blank page command 4-17
merging two files 4-19
Open Preview command 4-17
page manipulations 4-15
Preview command 4-16
DocBuilder differences 8-8
down button 1-2
Download command 3-11, 3-25, 4-28
downloading files and fonts 4-25
duplexing 6-3
Duplex menu 6-3
duplex printing
defined A-3
enabling 6-3
print engines A-3
print options A-3
Duplicate (job) command 3-10
Duplicate (page) command 3-12, 4-17
Duplicate Job command (Fiery WebSpooler) 8-5

E

Efinl.ini file C-9
Enable Animation 4-5
Enable Popup Help 4-5
error display 3-18
error messages
AutoCal C-13
during Setup C-13
general C-1 to C-7
Exit command 3-10
Exit Setup option 1-8
Export command 3-13
exporting archived job list 3-29
exporting FreeForm job list 3-31

F

F7 key 4-11
F8 key 4-11
FieryBar
activity light 2-2
commands 2-3
status 2-2
Fiery Spooler for Mac OS
differences from Fiery WebSpooler 8-13
interface 8-1
Fiery WebSpooler
accessing 8-2
Cancel Printing command 8-5
Cancel RIPping command 8-5
Delete Job(s) command 8-5
functions available with 8-2
Guest (view-only) privileges 8-2
Hold command 8-5
Job menu 8-4, 8-5
Operator password 8-2
overview 7-2
Print and Hold command 8-5
Print command 8-5
Process Next command 8-5
raster data 8-5
Remove Raster command 8-5
Rename command 8-5
RIP and Hold command 8-5
RIPped jobs 8-3
status bars 8-3
window 8-3
Fiery WebTools
accessing 7-3
home page 7-3
Installer 7-2

overview 7-1
passwords 7-1
Status 7-2
WebLink 7-2
WebSpooler 7-2
File management tips 6-16
File menu commands 3-10
files, temporary 6-16, 6-17
Filter 3-37
Filter command
Archive window 3-28
FreeForm window 3-31
from Command WorkStation 3-13
Finished Height field 6-8
finished page size 6-7
Finished Width field 6-8
Finishing area 6-8
Fit Page command 5-7
folding model
creating A-2
defined A-4
Fold Marks 6-5, A-5
fonts
Adobe Type 1 4-25
deleting 4-29
displaying font list 4-29
downloading 4-25, 4-29, C-10
managing 4-28 to 4-29
printer fonts on server 1-5, 4-29
printing font list 1-5, 4-7, 4-29
TrueType 4-25
Font Substitution Table 4-25
FreeForm
master jobs, filtering 3-31
master jobs, job commands for 3-32
overview 3-29
printing variable data documents 4-24
FreeForm window
changing displayed headers 3-31
exporting job list 3-31
features 3-31
Filter 3-31, 3-37
sorting jobs 3-31
Functions menu, Control Panel 1-4, 1-5

G

gang printing
enabling 6-9
Repeat option 6-9
suggested uses 6-9
Unique option 6-10
Gang Up 6-9
Gang Up Repeat 6-9, A-8
Gang Up Unique 6-10, A-9
General Setup option 2-5
Go To Sheet dialog box 5-8
group
binder's creep 6-9
defined 6-9, A-6
Groups field 6-9
Guest access xviii, 3-7
gutters
defined A-5
defining size 6-13
location of 6-13
perfect binding 6-13
saddle-stitched binding 6-13

H

headers
Job Log window 3-36
Queues window 3-15, 4-4
held jobs 3-20, 3-22
Help
Command WorkStation information 3-13
Command WorkStation preferences 4-5
menu commands 3-13
Hide FieryBar command, on FieryBar 2-4
Hold command 3-10, 3-24, 8-5

I

icons
- Archive window 3-27
- clipping 6-4, 6-7
- Delete Template 6-15
- FreeForm window 3-30
- Job Log window 3-36
- Print area 3-23
- RIP area 3-22
- Save Template 6-14
- Spool area 3-20

Import command 3-11, 3-26, 4-33
Impose command 3-11, 3-25
imposing jobs 5-1
imposition
- page reordering 6-11
- saving settings as template 6-14

imposition data and temporary files 6-17
imposition settings 6-14
imposition window
- Binding 6-8
- clipping indicator 6-7
- Columns menu 6-5
- controls 6-1
- Creep Adjustment menu 6-3
- Finishing area 6-8
- layout mode 5-5
- navigating 5-4
- opening 5-1
- Orientation menu 6-3
- preview mode 5-5
- Printer's Marks 6-5
- printer's spread 5-3
- reader's spread 5-3
- reordering pages 6-11
- rows menu 6-4
- Scaling area 6-6
- settings panel, displaying 6-1
- size menu 6-2
- template menu 5-9
- view modes 5-5, 5-6

inches, abbreviation and keyboard shortcut 6-2
Info Status screen 1-4
Insert blank page command 4-17
Installer WebTool, *see* Fiery WebTools
Instructions field 4-3, 4-4, 4-24

J

job
- active 3-20
- areas 3-3
- canceling 4-11
- defined xv
- deleting 3-24
- environment xvii
- flow 3-16
- flow diagram 3-20
- flow scenarios 4-8
- held 3-20
- imposing 5-1
- imposition data 6-17
- limit 3-23
- order of display 3-20
- overrides 4-23, 8-6
- previewing 4-16, 4-17
- remove raster and reRIP 3-22, 3-30
- saving imposed 5-10
- temporary files 6-17

job icons
- Archive window 3-27
- Fiery WebSpooler 8-3
- FreeForm window 3-30
- Print area 3-23
- RIP area 3-22
- Spool area 3-20

Job Label
- date 6-5
- defined 6-5, A-4
- job name 6-5
- sheet information 6-5
- time 6-5

Job Log
clearing 3-37, 4-34
deleting 3-37, 4-34
described 3-35
displaying 4-34, 8-9
exporting to a file 3-36, 4-34
Filter 3-37
printing automatically 3-37
printing from the Command WorkStation 4-7, 4-34
printing from the Control Panel 1-5, 4-7
specifying a date range 3-36
updating the display 3-36, 4-34
using (from Fiery WebSpooler) 8-9
viewing printed jobs 8-4
Job Log Setup option 1-8
Job menu commands 3-10, 8-4
job name 6-5
Jobs Saved in Printed Queue 3-23
job ticket information 3-15, 4-4, C-7

L

landscape sheet orientation 6-3
layout
bleeds 6-6
defined 6-4, A-4
maximum number of pages 6-4
rows in 6-4, 6-5
layout mode
characteristics 5-6
clipping indicators 6-7
defined 5-5
reordering pages 6-11
Zoom tool disabled 5-6
layout view 6-11
LCD xviii
line selection buttons 1-2
load balancing between servers 4-29
logging in to a server 3-6
Log in/out slider 3-6, 3-15, C-8
Log Off Windows command, on FieryBar 2-4
Log out command 3-13, 4-38

M

Magnification menu 5-5
Manage Color option 3-12
Manage Fonts command 3-12, 4-28, 4-38
margins 6-13, A-5
masters for variable data jobs 3-29
memory
in use 3-15
total 3-15
Menu button 1-2
menus
Columns 6-5
Command WorkStation 3-10
Creep Adjustment 6-3
Duplex 6-3
File 3-10
Help 3-13
Job 3-10, 5-1
Magnification 5-5
Orientation 6-3
Rows 6-4, 6-5
Server 3-12
Sheet 5-5
Size 6-2
Template 5-9
View 5-7
Window 3-13
millimeters 6-2
multiple servers, balancing load between 4-29

N

nested saddle 6-9, A-6
Network Setup option 1-8, 2-5
Notes fields 4-2, 4-3, 4-4, 4-24

O

Operator password xviii, 3-7, 7-1, 8-2
Orientation menu 6-3
original page size 6-7
Override Print Settings command 8-6

P

page
  finished size 6-7
  interaction of scaling values 6-8
  maximum number in layout 6-4
  numbers in layout view 6-11
  original size 6-7
  reordering automatically A-7
  reordering on sheet 6-11
  rotating 6-12
  viewing individual 5-6
page numbers 6-11
PANTONE 1-5, 4-7
Paper Trays, align 3-12
passwords
  Administrator xviii, 3-7
  Change (Administrator) Password option 1-8
  for Command WorkStation access 3-1
  Operator xviii, 3-7, 7-1, 8-2
PDF data xv, 3-4
PDF files, downloading 4-26
perfect binding
  defined 6-8, A-6
  groups in 6-9
  gutters 6-13
performance, optimizing C-7
permissions xvii, 3-1
Photoshop, transfer functions 4-28
PitStop Acrobat plug-in 3-47
  installing 3-47
  using with DocBuilder Pro 3-47
points 6-2
PostScript
  defined xv
  icon 3-20
  RIP xv, 3-17
PostScript data xv, 3-4
PostScript Setup option, *see* PS Setup option
power switch 1-7
Preferences dialog box, commands 3-10, 4-5
Preview command 3-12, 4-16, 4-17
previewing print jobs 4-14
preview mode
  characteristics 5-6
  clipping icon 6-7
  defined 5-5
Print and Hold command 3-11, 3-25, 8-5
Print area 3-3, 3-23
Print command 3-10, 3-13, 3-24, 8-5
Printed queue 3-4, 3-23, 8-3
print engines and duplex printing A-3
printer (job) icon 3-20
printer fonts, *see* fonts
printer settings, overriding 3-10
Printer Setup option 1-8, 2-5
printer's marks
  bleeds A-5
  date 6-5
  defining 6-5
  disabling 6-5
  enabling 6-5
  Fold Marks 6-5, A-5
  gutters A-5
  Job Label 6-5
  job label A-4
  job name 6-5
  margins A-5
  overview A-4
  sheet information 6-5
  time 6-5
  Trim Marks 6-5, A-5

printer's spread 5-3
printing
Configuration page 1-5, 4-6
defined xv, 3-17
error 3-23
font list 1-5, 4-7
server information pages 1-5, 4-6
printing duplex 6-3, A-3
print jobs
deleting from queue 3-10
previewing 4-13, 4-14
routing 3-24 to 3-26
Print Pages command
Command WorkStation 3-10, 4-6
Control Panel 1-5
Print status bar 3-18
Print Status screen 1-3
problems, *see* troubleshooting
Process Next command 3-11, 3-25, 8-5
Properties command 3-11, 3-25, 4-23
Properties dialog box 4-22
PS Setup option 1-8

Q

queues 3-17
Queues window
changing the proportions 3-18
deleting held jobs C-7
described 3-16
elements 3-8
spooled jobs 3-17
update 4-30

R

raster
data 3-22, 3-24, 8-5
icon 3-20
image 3-17
raster files
editing 4-15
previewing 4-13
saving 3-17
saving an edited document 4-18, 4-22
rasterizing, *see* RIPping
reader's spread 5-3
Reboot (server) command 3-12, 4-38
Refresh command 3-13
remote users C-7, C-11
Remove Raster command 3-11, 3-25, 8-5
Rename command 3-10, 3-24, 8-5
reordering pages
automatically A-7
layout mode 6-11
Repeat option 6-9
Restart Fiery command, on FieryBar 2-3
restricting access to server xvii
Resume Print command, on FieryBar 2-4
Resume Printing command
Command WorkStation 3-12
Control Panel 1-6
Revert to Default Settings command 3-13
right mouse button commands 3-24 to 3-26
RIP, defined xv
RIP and Hold command 3-10, 3-24, 8-5
RIP area 3-3, 3-22
RIPped jobs 3-4, 8-3
RIPping 3-17
RIP Status screen 1-3
rotating pages 6-12
rows
clipping of content area 6-4
selecting number in layout 6-4, 6-5
Rows menu 6-4, 6-5
Run Diagnostics command
from Control Panel 1-6
on FieryBar 2-4
Run Setup command 1-6

S

saddle
  defined 6-8, A-6
  groups in 6-9
saddle stitch binding
  characteristics of 6-8
  creep 6-3
  defined A-6
  groups A-6
  gutters 6-13
safety xviii
Save As dialog box 5-10
Save Template icon 6-14
saving imposition settings 5-9
Scale To Fit 6-8
Scaling area
  Finished Height field 6-8
  Finished Width field 6-8
  interaction of controls 6-6
  percentage 6-7
scanning 4-10
SEF prefix 6-3
Send to Server command 3-11, 3-26, 4-29
server
  cleaning xviii
  clearing C-11
  configuring 3-5
  connecting from Command WorkStation 3-5, 3-13, 4-29
  display window xviii
  managing multiple color servers 4-29
  restarting 1-8, 2-6
  selecting another 3-13, 4-29
  shutting down 1-9, 2-7
  working with more than one 4-29
server fonts, *see* fonts
Server Information slider 3-14
Server menu commands 3-12
Server Selection tabs 3-13
Server Setup option 1-8
Setup command 3-13, 4-38
Set Up Fiery command, on FieryBar 2-3
sheet
  defined A-1
  magnifying 5-5
  navigating to selected 5-5
  number of columns 6-5
  number of rows 6-4
  orientation 6-3
  reordering pages 6-11
  short-edge feed (SEF) 6-3
  size 6-2
  thickness 6-3
  viewing by number 5-8
  viewing entire 5-7
Sheet area 6-2
sheet information 6-5
Sheet menu 5-5
shingling A-7
short-edge feed sheet size 6-3
'showpage' after EPS files option 4-28
Shut Down command, from Control Panel 1-6
signature A-2
simplex printing A-3
Size menu 6-2
sliders 3-14
sorting jobs 3-28, 3-31
source file 4-15
spine A-6
spool, defined xv
Spool area 3-3, 3-20
spooled jobs
  displayed in Fiery WebSpooler 8-4
  icons 3-20
  in Queues window 3-3

spool file
  managing 6-16
  PDF format 6-16
  PostScript format 6-16
  size of 6-16
starting the server 1-7, 2-5
status, FieryBar 2-2
status bars
  animation 3-18
  in Queues window 3-2, 3-17
  Print 8-3
  RIP 8-3
  Spool 8-3
status screens, Control Panel 1-3
Status WebTool, *see* Fiery WebTools
step-and-repeat printing 6-9
Suspend Print command, on FieryBar 2-4
Suspend Printing command
  from Command WorkStation 3-12
  from Control Panel 1-5
switching servers 3-13, 4-30
system information 3-14
system performance C-7

T

target file 4-15
template
  applying 5-9
  creating 5-9
  Default Settings 5-9
  defined 5-8
  deleting 6-15
  saving 6-14
  saving imposition settings 6-14
  selecting 5-9
Template menu 5-9
temporary files 6-16, 6-17
Test Page
  printing C-12
  printing from
    Command WorkStation 4-7
  printing from Control Panel 1-5
  problem printing C-12
Thumbnail A
  editing options 4-17
  page commands 4-15, 4-16
  page display 4-13
  window 4-15
Thumbnail A command 3-11, 3-25, 8-6
Thumbnail B 4-15
Thumbnail B command 3-11, 3-25, 8-6
time 6-5
Trim Marks 6-5, A-5
troubleshooting
  Command WorkStation cannot connect to server C-9
  Command WorkStation hangs C-8
  file management tips 6-16
  general guidelines C-8
  slow redraw 5-5
  touch-up tool problems 6-15
  unexpected printing results C-10
  users are unable to connect to the printer C-11

U

undo, in editing thumbnail views 3-45, 4-21
Undo command 3-12
Unique option 6-10
up button 1-2
Use Master option 4-24

V

variable data printing 3-29, 4-24
View in Helper App command 3-13
View menu 5-7
view modes
  compared 5-6
  layout 5-5
  preview 5-5
Volume column, in Archive window 3-28

W

warning
"Disk full" C-7
display window breakage xviii
WebLink WebTool, *see* Fiery WebTools
WebSpooler, *see* Fiery WebSpooler
WebTools, *see* Fiery WebTools
Window menu commands 3-13
window selection tabs 3-8, 3-16
workflow scenarios 4-8
working with more than one server 4-29

Z

Zoom tool 5-6